Invitation to Tender (ITT)
Project Manager

City Academy, Birmingham

And

Jewellery Quarter Academy, Birmingham

The deadline for submission of tenders is 16:00 on 8th May 2026.

April 2026

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INTRODUCTION AND GUIDANCE TENDER CONDITIONS

1.1 Definitions

The following definitions apply to this Invitation to Tender (ITT) and its supporting attachments:

1.1.1. Business Day is Monday to Friday excluding public holidays.

1.1.2. Bidder is any economic operator, regardless of their structure or organisation that submits or intends to submit a bid in response to this ITT.

1.1.3. Bidder Party is any third party that the Bidder includes in the process of preparing a bid in response to this ITT.

1.1.4. Bid Response Deadline is the date specified in the timetable for the delivery of a final response to this ITT.

1.1.5. The contracting party will be the CORE Education Trust (CORE / "the Trust").

1.2 Context

1.2.1. City Academy (URN: 139797) and Jewellery Quarter Academy (URN: 141003) are two secondary schools in Birmingham and form part of the CORE Education Trust multi-academy trust portfolio. The pupil age range at both schools is 11 to 16.

1.2.2. The Trust are seeking to improve the indoor sports facilities at both City Academy and Jewellery Quarter Academy. To this effect the Trust would like to prepare and submit the following detailed planning applications:

- Application no.1 – retrospective application for temporary car park on the vacant site at City Academy.
- Application no.2 – detailed planning application for a new free-standing 4 court sports hall and associated ancillary spaces on the vacant site at City Academy.
- Application no.3 – detailed planning application to replace the existing raised MUGA, reduce the staff car park and insert a new 3 court sports hall.

1.2.3. In 2023 the Trust prepared concept designs for the sport halls at City Academy and Jewellery Quarter Academy as part of two unsuccessful Condition Improvement Fund (CIF) applications. Refer to Annex E for copies of the concept designs. These designs are indicative of what the Trust is seeking to deliver.

1.2.4. At this stage the Trust are seeking to secure planning approval and only once funding is secured will they progress with the delivery of the sports halls. This will be subject to a separate future procurement process.

City Academy

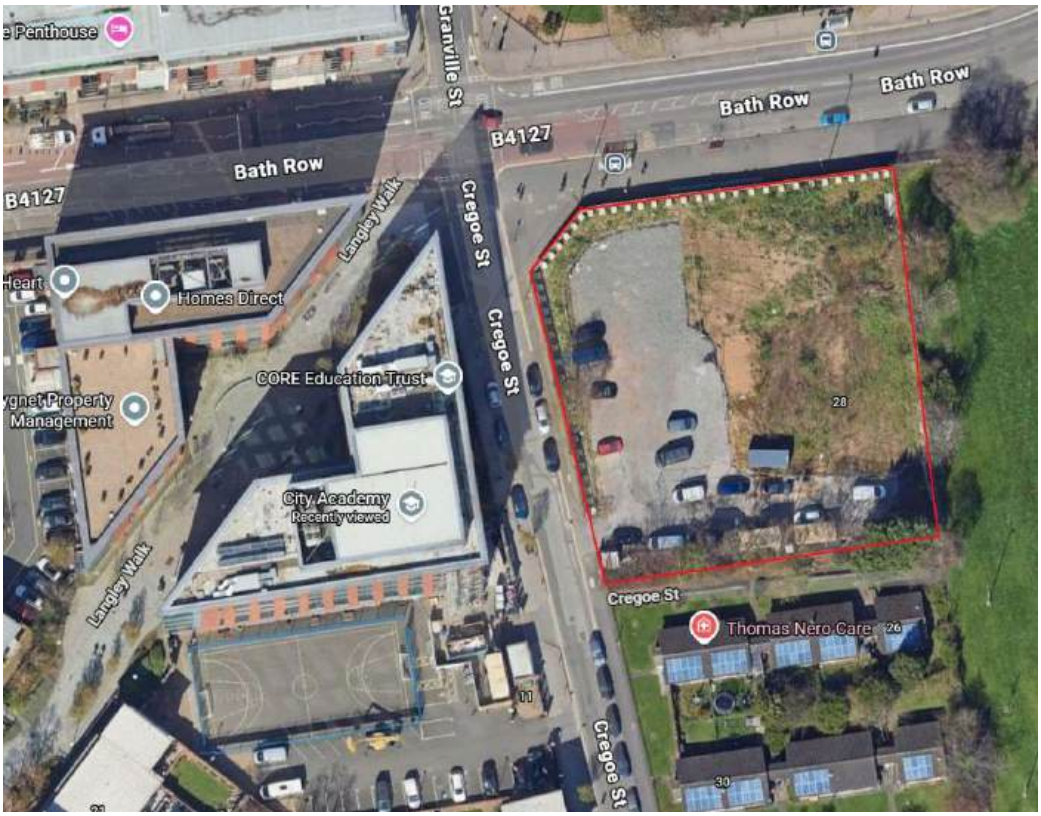
1.2.5. City Academy is currently operating on two sites, the main school being a converted office block at 23 Langley Walk, Birmingham, B15 2EF and over the road from the school on the corner of Bath Road and Cregoe Street is a vacant site, next to the playing fields which school are currently using as a temporary car park.

1.2.6. City Academy is in the heart of Birmingham. The existing building is a converted modern office building which was constructed in the 2000s. The office building was converted into an academy as part of the Department for Education's Free School Programme.

1.2.7. The Academy site is not listed nor is it in a conservations area.

1.2.8. The vacant site was given to the Trust by the Department for Education (DfE) and the Trust would like to develop a sport hall and changing facility on the site.

1.2.9. Currently, the vacant site has been set up as a temporary staff car park. This has freed up external space on the main school site, which is be use by the pupils for informal play. The Council require the Trust to obtain retrospective planning approval for the temporary car park arrangement.



City Academy, with the vacant site opposite City Academy outlined in red.

1.2.10. The proposed City Academy 4 court sports hall will be a free-standing building on the vacant site. The sports hall will need to comply with the requirements of DfE Spec 25 and relevant guidance provided by Sports England.

1.2.11. The proposed City Academy sports hall accommodation requirements are:

Room Designation	Area / m2
Ground Floor Circulation	70.00
WC Male	10.00
WC Female	10.00
WC Ambulant	4.50
WC Disabled / Shower	7.40
Cleaners	6.00
Staircase	9.00
Changing Room 01	57.00
Changing Room 02	55.00
4 Court Sports Hall	692.00
Equipment Storage	88.00
Platform Lift	3.10
First Floor Circulation	45.00
WC Male	10.00
WC Female	10.00
WC Disabled	4.50
Staircase	13.00
Studio	110.00
Plant Room	27.00
Total	**1231.50**

Jewellery Quarter Academy

1.2.12. Jewellery Quarter Academy is in the heart of Birmingham's Jewellery Quarter at 1 St Georges Court, 1 Albion Street, Birmingham, B1 3AA. The existing school is located within a converted old office/workshop series of adjoined buildings. The building was converted into an academy as part of the Department for Education's Free School Programme.

1.2.13. The Academy site is not listed but it is in the Jeweller Quarter conservations area.

Jewellery Quarter Academy with the rooftop MUGA outlined in red.
This is the proposed location for the proposed sports hall.

1.2.14. The arrangement of Jewellery Quarter Academy is rectangular arrangement with a central open courtyard in the centre. The Academy's main entrance is on Albion Street and sits between Camden Street and Pope Street; with entrance off all three streets. There are buildings on three streets and on the north-western end is a raised MUGA which sits on a steel structure above the staff car park.

1.2.15. The Trust would like to remove MUGA, reduce the staff car parking and associated structure, and replace it with a new 3 court sports hall access from the courtyard level.

1.2.16. The proposed Jewellery Quarter Academy 3 court sports hall will be a free-standing structure inserted between the existing teaching blocks. The sports hall will need to comply with the requirements of DfE Spec 25 and relevant guidance provided by Sports England.

1.2.17. Jewellery Quarter Academy already has changing rooms, WC and activity studios within the main teaching building.

1.2.18. The proposed Jewellery Quarter Academy sports hall accommodation requirements are:

Room Designation	Area / m2
3 Court Sports Hall	532.00
Equipment Storage	150.00
Plant Room	148.00
Total	**830.00**

1.3 ITT Overview

1.3.1 This ITT relates to the preparation, design, pre-application discussions, public consultation, submission and addressing any queries/questions during the planning determination period for three detailed planning applications, namely:

- Application no.1 – retrospective application for temporary car park on the vacant site at City Academy.
- Application no.2 – detailed planning application for a new free-standing 4 court sports hall and associated ancillary spaces on the vacant site at City Academy.
- Application no.3 – detailed planning application to replace the existing raised MUGA, reduce the staff car park and insert a new 3 court sports hall.

1.3.2 The Trust are seeking to appoint a project manager and lead design architect to design and develop the three planning applications, pick up on the concept design work already undertaken (refer to Annex E) and prepare RIBA 3.

1.3.3 The estimated construction value of the two sports halls is:

- City Academy sports hall (GIA 1235 m2) is circa £3,080,000 excluding VAT and fees

- Jewellery Quarter Academy sports hall (GIA 830m2) is circa £2,075,000 excluding VAT and fees

1.3.4 Additional consultants that maybe required will be appointed via the project manager / lead design architect to comply with the needs of the Council's planning validation checklist – refer to Annex F. The Trust will pay for any additional consultants via a variation to the original appointment.

1.3.5 Any surveys that are required for the planning applications are to be scoped and procured via the project manager / lead design architect. The Trust will pay for any additional consultants via a variation to the appointment.

1.3.6 The Trust will pay the planning application fee directly to the Council when the application is submitted.

1.3.7 The proposed planning applications are to be funded directly by the Trust.

1.4 Invitation to Tender

1.4.1 The Trust is seeking tenders from suitably qualified and experienced project managers and lead design architects with a strong track record of preparing planning applications for existing academy/school buildings.

1.4.2 This ITT is for the appointment of a joint project manager and lead design architects. The consultants will be appointed directly by the Trust.

1.4.3 Once appointed, the project will be overseen by a representative from CORE's leadership team.

1.4.4 The requirements are fully detailed in this ITT and the following associated documentation:

- Annex A – Evaluation Criteria
- Annex B – Supplier Response Document
- Annex C – Fee Proposal Document
- Annex D – Scope of Services
- Annex E – Site information
- Annex F – Birmingham Council Planning Application Check List
- Annex G – Certificate of Non-Collusion
- Annex H – Form of Tender

1.4.5 The purpose of this ITT is to:

- Enable Bidders to demonstrate their experience, expertise and suitability to meet the Trust's requirement and to provide a commercial fee proposal for preparing, submitting and managing the planning application process; and

- Enable the Trust to select a preferred project manager and lead design architect offering the most economically advantageous tender.

1.4.6 The Trust reserves the right not to make an appointment; to appoint for only one or two of the planning applications; or to terminate the appointment prior to the submission of the planning applications.

1.4.7 The procurement route for future RIBA Stages 4 onwards and the main contractor will be via a future separate procurement.

1.5 Confidentiality

1.5.1 The information contained within this ITT is made available via the Trust on condition that Bidders shall not use the information for any purpose other than preparing a bid or deciding whether to bid.

1.5.2 Bidders shall ensure that any Bidder Party who receives any of the information is made aware of, and complies with, the provisions herein as if they were a Bidder.

1.5.3 The Trust may disclose detailed information relating to bids to employees, agents or advisers and they may make the bid available for inspection by the Trust directors, employees, agents or advisers.

1.5.4 The Trust also reserves the right to disseminate information that is materially relevant to all Bidders, even if the information has only been requested by one Bidder, subject to the duty to protect any Bidder's commercial confidence in its bid.

1.5.5 The Trust will act reasonably in regard to the protection of commercially sensitive information relating to the Bidder, subject to the Trust's duties under the Freedom of Information Act (2000) and the Environmental Information Regulations (2004).

1.6 Conflicts of Interest

1.6.1 The Trust requires all actual or potential conflicts of interest (including in particular those arising where a member of its supply chain or any adviser put forward by one Bidder is the same firm or company or is a member of the same group of companies as that put forward by another Bidder or is working for the Trust on this or similar schemes) to be resolved to the Trust's satisfaction prior to the delivery of the Bidders' bid in response to this ITT. Failure to declare such conflicts and / or failure to address such conflicts to the reasonable satisfaction of the Trust could result in a Bidder being disqualified from the tender process.

1.6.2 Any Bidder which is concerned that it is or may be a related party to the Trust or advisors should contact the Trust by posing the query as a question by email to Jo Tyler (jt@core-education.co.uk) and inform them of the nature of the relationship prior to submitting a bid. This information will remain confidential and not shared with other bidders.

1.6.3 Any Bidder that fails to disclose a relationship will be disqualified from the tender process.

1.7 Canvassing

1.7.1 The Trust reserves the right to disqualify (without prejudice to any other civil remedies available to the Trust and without prejudice to any criminal liability which such conduct by a Bidder or a member of its supply chain may attract) any Bidder or a member of its supply chain who, in connection with this ITT:

- Offers any inducement, fee or reward to any member or officer of the Trust or any person acting as an adviser for the Trust in connection with this ITT;
- Canvasses any of the persons referred to above in connection with this ITT; or

- Contacts any member or officer of the Trust prior to the notification of a decision about any aspect of this ITT in a manner not permitted by this ITT (including without limitation contact for the purposes of discussing the possibility of their future employment or engagement by the Bidder).

1.8 Non-Collusion

1.8.1 The Trust reserves the right to disqualify (without prejudice to any other civil remedies available to the Trust and without prejudice to any criminal liability which such conduct by a Bidder may attract) any Bidder who, in connection with this procurement:

- Fixes or adjusts the amount of their bid by or in accordance with any agreement or arrangement with any other Bidder (other than a member of its own consortium or own supply chain members);
- Enters into any agreement or arrangement with any other Bidder or that Bidder's supply chain members to the effect that they shall refrain from making a bid, or they agree the amount of any bid to be submitted;
- Causes or induces any person to enter such agreement as is mentioned or to inform the Bidder or any member of that Bidder's supply chain of the amount or approximate amount of any rival bid;
- Offers or agrees to pay or give, or does pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done, or causing or having caused to be done, any act or omission in relation to any other bid or proposed bid for this procurement; or
- Communicates to any person other than the Trust the amount or approximate amount of their proposed bid (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of a bid).

1.9 Intellectual Property

1.9.1 The copyright in this and all other issued documents is vested in the Trust and may not be reproduced, copied or stored in any medium without the prior written consent of the Trust except in relation to the preparation of a bid. All documentation supplied by the Trust in relation to this procurement is and shall remain the property of the Trust and must be returned on demand, without any copies being retained.

1.9.2 The Trust reserve the right to require the assignment or grant of a royalty free non-exclusive licence of all intellectual property relating to or in connection with any bid resulting in the award of contract to the relevant Bidder.

1.10 Publicity

1.10.1 Bidders and all members of the Bidder’s supply chain shall not undertake (or permit to be undertaken) at any time, whether at this stage or after finalisation of the tender process, any publicity activity with any section of the media in relation to this procurement other than with the prior written agreement of the Trust. Such agreement shall extend to the content of any publicity. In this paragraph, the word "media" includes (but without limitation) radio, television, newspapers, trade and specialist press, the internet and email accessible by the public at large, and the representatives of such media.

1.11 The Trust's Right to Reject Bids

1.11.1 The Trust reserves the right to reject or disqualify a Bidder and/or a member of its supply chain where:

- A bid is completed incorrectly, is materially incomplete or fails to meet the Trust's submission requirements which have been notified to Bidders; and
- The Bidder contravenes any of the terms and conditions of this procurement.

1.11.2 The disqualification of a Bidder will not prejudice any other civil remedy available to the Trust and will not prejudice any criminal liability that such conduct by a bidder may attract.

1.11.3 The Bidder is wholly responsible for their own costs of responding to this ITT and Trust will not accept any claims for reimbursement should the Bidder be unsuccessful.

1.12 Right to Cancel or Vary the Process

1.12.1 The Trust reserves the right:

- To cancel or withdraw from the tender process at any stage;
- To alter the timetable to contract award;
- Not to award the contract;
- To require a Bidder and/or a member(s) of its supply chain to clarify their submission in writing and/or provide additional information (failure to respond adequately may result in a Bidder not being successful); and
- Amend the terms and conditions of the tender process.

1.13 Provision of Further Information by Bidders Prior to Submitting a Bid

1.13.1 The Trust may rely on the information provided by Bidders during their appointment (including but not limited to information concerning the members and structure of any consortium). If, at any time during this tender process there are any material changes to the same, the Bidder must advise the Trust in writing as soon as practicable providing full details of the change (even if this is prior to the submission of a bid).

1.13.2 The Trust reserves the right to request further information about the Bidder and/or its supply chain at any time during the procurement.

1.13.3 Upon receipt of such information, the Trust shall be entitled to revisit the selection and/or evaluation of the Bidder and exclude the Bidder, if necessary, as a result of that process.

1.14 Governing Law

1.14.1. All communications will be conducted, and all documents will be prepared, in the English language. The communications and all subsequent contracts executed will be subject to English law and the exclusive jurisdiction of the English courts.

1.15 Contact Information

1.15.1. Point of contact for this procurement process:

Jo Sargeant (js@core-education.co.uk)

2.0 INSTRUCTIONS TO BIDDERS

Bidders are deemed to understand the processes that the Trust is required to follow under the Public Contracts Regulations (2015), the Procurement Act (2023), Procurement Regulations (2024) and domestic legislation so far as they relate to this ITT.

2.1 Scope of Services and Insurances

2.1.1. The detailed scope of services required from the project manager and lead design architect is set out within Annex D.

2.1.2. Bidders must demonstrate that they have the following insurances:

- Public liability insurance cover of at least £10 million (ten million pounds sterling);
- Professional indemnity insurance cover of at least £5 million (five million pounds sterling); and
- Employer's liability insurance cover of at least £10 million (ten million pounds sterling)

or would commit to obtain this if awarded a contract.

2.2 Procedure and Dates for Submission of Bids

2.2.1. Bidders are invited to submit their bids to the Trust by the Bid Response Deadline stated in section 3.3 – Bid Timetable.

2.2.2. Bid submissions should be made using the documentation and directions given in this ITT and associated documents and the Supplier Response Document (Annex B) and Fee Proposal Document (Annex C).

2.2.3. The Trust reserves the right to extend the Bid Response Deadline.

2.2.4. The Trust will evaluate the bids by applying the evaluation criteria, which is set out in Section 4 of this ITT.

2.2.5. Following receipt of bids, the Trust may request clarification of those bids in order to enable the evaluation to be completed. Bidders will not have the opportunity to revise their bids after the Bid Response Deadline.

2.2.6. Following receipt of bids and after any clarification, the Trust will evaluate the bids received by applying the evaluation criteria and may select a successful Bidder to be appointed.

2.2.7. All queries regarding the tender should be sent by email to Jo Sargeant (js@core-education.co.uk). Responses to any such contact will be distributed to all prospective bidders who have shown an interest in the opportunity unless the information is commercially sensitive.

2.2.8. Any attempt to liaise via any other party, or use a communication method other than the electronic tendering portal, may result in the Bidder being disqualified from the tender process.

2.3 Information Available to Bidders

2.3.1. All information initially available to Bidders is contained within this ITT.

2.3.2. Bidders may submit questions and requests for clarification or further information up until the final date for clarifications as detailed in section 3.3 - Bid Timetable.

2.3.3. The Trust's policy in respect of sharing information is that all questions and requests for clarification or further information, and the corresponding responses, will be circulated to all Bidders on an anonymous basis. Therefore, should Bidders wish to avoid such disclosure the request must be clearly marked "In confidence - not to be circulated to other Bidders" and the Bidder must set out the reason(s) for the request for non-disclosure to other Bidders.

2.3.4. If the Trust considers that, in the interests of open and fair competition, it is unable to respond to the question or request for clarification or further information on a confidential basis, it will inform the Bidder who has submitted it. The Bidder must as soon as practicable thereafter respond in writing requesting that either the query be withdrawn or be treated as not confidential. The Trust will deem that the question or request for clarification or further information has been withdrawn if the Trust are not contacted in writing within 3 Business Days following the Bidder being so informed.

2.4 Costs and Expenses

2.4.1. Any costs or expenses incurred by any Bidder, or other person throughout the process, will not be reimbursed by the Trust and neither the Trust nor any of their representatives will be liable in any way to any Bidder or other person for any costs, expenses or losses incurred by any Bidder or other person in connection with this tender process including the possibility of being required to formally present their bid.

3.0 EXPLANATION OF BIDS REQUIRED

3.1 General

3.1.1. This section provides Bidders with details of the form and content of bids that are invited.

3.1.2. If a Bidder does not comply with any of these requirements, the Trust may, in its sole discretion, disqualify the bid of that Bidder.

3.1.3. Bidders should ensure that bids are submitted in good time to prevent delays caused by technology failures.

3.2 Number, Type, Format and Content of Bids

3.2.1. Each Bidder shall be invited to submit a bid in accordance with the process described in this ITT and in the format set out in the Annex B of this document.

3.2.2. The following must be included in the Bidders' submission:

- **Annex B completed with all required attachments**
- **Annex C complete the table**
- **Annex G completed**
- **Annex H completed**
- **Provide a copy of the company Insurance Certificates**

3.2.3. Each bid shall be submitted electronically via email of file transfer in either a Microsoft Word or Adobe PDF format using the template provided. If submitted in pdf format, a Word / Excel version must be made available upon request. Please submit the response to:

Jo Sargeant (js@core-education.co.uk)

3.2.4. All pages of the submission must be sequentially numbered.

3.2.5. Bids should be as concise as possible, whilst providing sufficient information to enable the Trust to evaluate.

3.2.6. Bid wording should be unambiguous, and directly address the requirement stated.

3.2.7. All bids, correspondence and documents must be submitted in English.

3.2.8. All references to costs/rates must be submitted in pounds sterling with the rates firm for the duration of the contract and not be subject to any variation unless provided for in the conditions of contract.

3.2.9. For a bid to be considered by the Trust, the Bidder should ensure that it is compliant with all the requirements and assumptions set out in this ITT, even where Bidders disagree with any such requirements and assumptions. The only exception is if the Trust specifically amends any point during the tender process.

3.2.10. All supporting documentation should be provided separately and be given an appropriate filename and document title to make it clear what it is.

3.2.11. If Bidders submit a generic policy or similar document, they must indicate clearly the page and paragraph reference that is relevant to a particular part of the bid.

3.2.12. Any deliberate alteration of the Trust's requirement within the bid will result in it being rejected unless such amendment has been previously agreed in writing.

3.2.13. Should any part of the bid be ambiguous or open to interpretation, the evaluation panel will seek clarification in writing from the Bidder via e-mail before completing the evaluation of the bid.

3.3 Bid Timetable for the tender process

Date	Stage
20 April 2026	ITT released
8 May 2026	ITT Tender return date
11 – 21 May 2026	Trust Tender Review
22 May 2026	Confirmation of the Tender Outcome
25 May 2026	Appointment of the consultant team
26 May to 17 July 2026	Development of the planning applications
20 July 2026	Submit Planning Applications

3.3.1. The Trust reserves the right to amend the timetable set out above or extend any time period.

3.3.2. Bids must remain open for acceptance for a period of forty-five days from the Bid Response Deadline. A bid not valid for this period may be rejected by the Trust.

4.0 BID EVALUATION AND CONTRACT AWARD

4.1 General

4.1.1 All bids will be opened / downloaded at the same time. Each bid will be scored in accordance with the formula and protocol set out/referred in this Section 4.

4.2 Evaluation Methodology

4.2.1 The requirements set out/referred to in the Supplier Response Document in Annex B and associated documents are deemed essential and must be provided to ensure your bid is considered. Bidders must demonstrate their ability to meet all of these requirements. If a Bidder fails to do so, they will be deemed non-compliant and will be excluded from the procurement process.

4.3 Evaluation Criteria

4.3.1 The evaluation criteria are stated in Annex A.

Annex A – Evaluation Criteria

Stage 1 Evaluation

The Stage 1 ITT response will be evaluated based on the following criteria:

Question	Weighting (%)
(A) Confirmation of Insurances	Pass / Fail
(B) Qualitative Criteria (Annex B)	**60%**
B1 - Previous Experience	30%
B2 - Key Issues and Risks	10%
B3 - Resources Skills & Experience	20%
B4 - References	Pass / Fail
(C) Financial Criteria (Annex C)	**40%**
C1 - Proposed Fee for City Academy temporary car park	4%
C2 - Proposed Fee for City Academy new build sports hall	18%
C3 - Proposed Fee for Jewellery Quarter Academy new build sports hall	18%
Total	**100%**

The Stage 1 ITT responses will be scored out of 10 marks, with percentage weighting applied as per the table above.

Points Awarded	Acceptability	Description
0	Unacceptable	The information provided is omitted / no details provided
1-2	Poor	The submission does not address the question or the applicant has not demonstrated relevant capacity
3-4	Fair	The submission is superficial and generic in it scope. The questions is not fully answered, or limited relevant capability has been demonstrated.
5-6	Satisfactory	The submission is compliant, realistic and achievable. The requirements of the question are covered and relevant activity has been demonstrated.
7-8	Good	The submission is compliant, robust and documented. The requirements of the question are understood and substantial relevant capacity has been demonstrated.
9-10	Excellent	The submission is innovative and adds value which exceeds expectations. The requirements of the question are understood and extensive relevant capacity has been demonstrated.

The Trust reserves the right to request additional information which may be required as a result of the answers and information provided in the tender.

The Bidder are to completed tables in Annex B and Annex C and these will be interrogated by the Trust and further clarification may be sought, if no satisfactory clarification is provided, the tender may be rejected.

The evaluation of tenders submitted will be undertaken by an Evaluation Panel, comprising of representatives from the Trust senior leadership team.

In addition to the scoring an affordability test will be undertaken and together with the scores a judgement will be made which provider offers the most economically advantageous tender.

Annex B – Supplier Response Document

Stage 1 – Initial Response

Bidders are requested to provide a response to the questions set out below.
Bidders can use their own document template so long as the comply with the requirements noted in Section 3 and comply with the page limits noted against each question below.

A) Confirmation of Insurances (No page limit)

A.1 Please provide copies of your current company insurance certificates.

B) Qualitative Criteria

B.1 Previous Experience (Page limit: Max 4 A4)

B1.1 Please provide three examples of similar projects that your organisation has undertaken in the past 5 years. In your response you should identify the following:

- Who the Client was.
- Location of the project.
- The title of the project.
- Overview of the project.
- Was the Building Listed or in a conservation area.
- Value of the construction works.
- Total value of your organisations fee.
- What RIBA Stage you were engaged on.
- Which of proposed team were involved in the project.

B1.2 Please provide details of other/previous multi-academy trusts or public sector that your organisations has supported in past 5 years.

B2 Key Issues and Risks (Page limit: Max 2 A4)

B2.1 Based on the documents provided in this ITT and your previous experience, please identify what you believe to be:

i) The key issues/risks that will need to be addressed on the City Academy temporary car park retrospective planning application.

ii) The key issues/risks that will need to be addressed City Academy Sports Hall detailed planning application.

iii) The key issues/risks that will need to be addressed Jewellery Quarter Academy Sports Hall detailed planning application.

B3 Resources Skills & Experience (Page limit: Max 2 A4; no limit on B4.3 CVs)

B3.1 Please identify the staff members who will be working on the three planning applications and what their role on the project will be.

B3.2 Please provide CVs for the staff members who will be working on the applications.

B4 References

B4.1 Please provide three client references. Each reference needs to note the following:

- Project title.
- Reference name.
- Position on the project.
- Email contact details.
- Telephone contact details.

Annex C – Schedule of Works Pricing Document

The Bidders are requested to complete the excel Pricing Schedule attached separately.

C1 Proposed Fees for City Academy temporary car park retrospective planning application (assumed construction value £0), please complete the table below:

Item	Activity	Staff Day Rate	Number of Person days	Proposed Fee £ (excl VAT)
1	City Academy temporary car park retrospective planning application.			
1.1	Management of the project team.			
1.2	Undertake initial site visit.			
1.3	Review of the existing documents.			
1.4	Attendance at meetings with the Trust – assume two formal Teams meetings per month to be combined with other applications.			
1.5	Project Management fee to support with the application.			
1.6	Architectural design fee to develop the detailed planning application document and report.			
	Sub-Total			**£**

Exclusions - Please list out all exclusions and omissions or elements that are not included within your proposed project management and design fee for C1:

[Insert exclusions and omissions]

C2 Proposed Fees for City Academy Sports Hall detailed planning application (assumed construction value circa £3,080,000), please complete the table below:

Item	Activity	Staff Day Rate	Number of Person days	Proposed Fee £ (excl VAT)
1	City Academy new build sports hall planning application.			
1.1	Management of the project team.			
1.2	Undertake initial site visit.			
1.3	Review of the existing documents.			
1.4	Attendance at meetings with the Trust – assume two formal Teams meetings per month to be combined with other applications.			
1.5	Project Management fee to support with the application.			
1.6	Architectural design fee to develop the detailed planning application document and report.			
	Sub-Total			**£**

Exclusions - Please list out all exclusions and omissions or elements that are not included within your proposed project management and design fee for C2:

[Insert exclusions and omissions]

C3 Proposed Fees for Jewellery Quarter Academy new build sports hall detailed planning application (assumed construction value circa £2,075,000), please complete the table below:

Item	Activity	Staff Day Rate	Number of Person days	Proposed Fee £ (excl VAT)
1	Jewellery Quarter Academy new build sports hall planning application.			
1.1	Management of the project team.			
1.2	Undertake initial site visit.			
1.3	Review of the existing documents.			
1.4	Attendance at meetings with the Trust – assume two formal Teams meetings per month to be combined with other applications.			
1.5	Project Management fee to support with the application.			
1.6	Architectural design fee to develop the detailed planning application document and report.			
	Sub-Total			**£**

Exclusions - Please list out all exclusions and omissions or elements that are not included within your proposed project management and design fee for C3:

[Insert exclusions and omissions]

Annex D - Scope of Services

Project Management Services

The Trust require the following project management services:

- Provide personnel with adequate knowledge of health and safety legislation and good practice, environmental and security issues which are relevant to the projects covered.
- Ensure that the work meets appropriate professional, technical, quality, safety and environmental standards and current Government standards.
- Provide all necessary resources as agreed with the Trust representative.
- Assist the Trust and lead designer to complete and compile the necessary documentation for the three planning applications.
- Attend project team, progress and consultation meetings as required.
- Assist the Trust with the appointment of the design consultants that may be required to support the lead designer.
- Assist the Trust and lead designer with the scoping and appointment of the surveyors that may be required to support the applications.
- Prepare programme updates and project reports as required.
- Provide the Trust with regular updates as required.

Architectural Design Services

Planning Application for Temporary Car Park and New Sports Hall

Project Understanding and Planning Strategy

Review the project brief, site context, and planning policy framework to establish a clear strategy for the proposed sports hall. This will include:

- Review of national and local planning policy, including the Birmingham Development Plan and relevant supplementary guidance.
- Review of the existing RIBA Stage 2 proposals, assuming these have been signed off.
- Assessment of site constraints and opportunities, including access, neighbouring uses, scale, massing, and relationship to the wider school buildings.
- Early identification of planning risks and mitigation measures.
- Site Appraisal and Context Analysis

Undertake a detailed appraisal of the site and its surroundings to inform the design and planning submission, including:

- Analysis of site location, boundaries, levels, and access arrangements.
- Review of townscape character, neighbouring buildings, and sensitive receptors.
- Assessment of daylight, privacy, noise, and operational considerations relevant to a school sports facility.

Design Development for Planning

Prepare a coherent and policy-compliant design proposal suitable for submission at planning stage. This will include:

- Development of a clear design concept responding to need, site context, and planning policy.
- Preparation of layout, massing, and appearance drawings appropriate for a sports hall.

- Consideration of inclusive access, servicing, and safeguarding requirements.
- Integration of sustainability principles proportionate to the scale of development.

Stakeholder and Local Authority Engagement

Manage early engagement to support a robust and informed planning submission, including:

- Pre-application discussions with Birmingham City Council Planning Officers, where appropriate.
- Respond to the scope and level of any community or school-related consultation expected.

Surveys and Technical Inputs

Advise on and coordinate the technical information required to validate and support the planning application, including:

- Identification of required surveys and reports, such as topographical, ecology, tree, drainage, transport, noise, or flood risk, subject to site context.
- Coordination of information from specialist consultants to ensure consistency with the architectural proposals.
- Review of technical outputs to confirm alignment with the planning strategy.

Planning Drawings and Supporting Information

Prepare and coordinate the architectural information required for submission, including:

- Site location plan and block plan.
- Proposed plans, elevations, and sections suitable for planning determination.
- Landscape and external works principles, where relevant to the proposal.

Design and Access Statement

Prepare a Design and Access Statement to accompany the application, addressing:

- The design rationale, including use, amount, layout, scale, appearance, and landscaping.
- Access arrangements for pupils, staff, and visitors, including inclusive design principles.
- How the proposal responds to planning policy and local context.

CDM and Regulatory Considerations at Planning Stage

We will ensure that design development at planning stage has due regard to health and safety and regulatory matters, including:

- Advising the client of their duties under the Construction (Design and Management) Regulations 2015.
- Acting as Principal Designer (CDM) for the planning stage, if appointed.
- Ensuring that foreseeable risks are considered and addressed through the design.

Annex E – Site information

Enclosed separately.

Annex F – Birmingham Council Validation Checklist

Enclosed separately.

Annex G - Certificate of Non-Collusion

To be signed and returned by the Bidder.

CERTIFICATE OF NON-COLLUSION, NON-CANVASSING CERTIFICATE AND CONFLICT OF INTEREST CERTIFICATE

To ***CORE Education Trust ("the Employer")***

TENDER FOR ***City Academy and Jewellery Quarter Academy sports hall planning application***

Non-collusion:

We agree that the essence of selective tendering is that the Employer shall receive bona fide competitive tenders from all firms tendering. In recognition of this principle, we certify that this is a bona fide tender, intended to be competitive, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do at any time before the returnable date for this tender any of the following acts:-

1. *Communicate to a person other than the person calling for these tenders the amount, or approximate amount of the proposed tender.*

2. *Enter into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted.*

3. *Offer or pay or give or agree to pay or give any sum or money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the work any act or things of the sort described above.*

4. ***[Choose one option and delete as appropriate]***

   (a) We further confirm that we have not conducted behaviour that is anti-competitive or restrictive within the meaning of the Competition Act 1998 (or equivalent nation legislation in the Member State in which we are registered)

OR

4. *(b) We confirm that we have been found by a court, tribunal or competent body to have been party or guilty of behaviour that is anti-competitive or restrictive within the meaning of the Competition Act 1998 (or equivalent nation legislation in the Member State in which we are registered) and set out brief details below:*

   ……

   ……

   ……

   and we confirm that we have taken steps to ensure that this conduct is not repeated and are prepared to demonstrate to your satisfaction that this is the case. We warrant and undertake that we have not nor will we conduct any anti-competitive behaviour in this procurement.

5. *We warrant and undertake that we have not nor will we conduct any anti-competitive behaviour during this procurement.*

6. *We understand that in this Certificate the word 'person' includes any persons and any body or association, corporate or unincorporated and 'any agreement or arrangement' includes any such transaction, formal or informal and whether legally binding or not.*

Non-canvassing:

We hereby certify that we have not canvassed or solicited any officer or employee of the Employer in connection with the award of the contract and that no person employed by us or action on our behalf has done any such act.

We hereby further undertake that we will not in the future canvass or solicit any officer or employee of the Employer in connection with the award of the contract and that no person employed by us or acting on our behalf will do any such act.

Conflict of interest statement:

The Employer must ensure that it does not contravene Schedule 1, Part 1 of the Housing Act 1996, i.e. the Employer may not make a payment or grant a benefit to a Committee or Board Member, Officer or Employee of the Employer save and except in certain specified circumstances. The Employer therefore requires tenderers to answer the following questions:

1. *Has any Director, Partner or Associate been an employee of the Employer within the last five years?*

   YES/NO (If yes please give details)

2. *Please state if any Director, Partner or Associate has a relative(s) who is an officer or an employee of the Employer at a senior level or is a Cabinet Member or Councillor of Employer.*

   YES/NO (If yes please give details)

3. *Please state if any Directors, Partners or Associates of your firm have any involvement in other firms who provide or have provided services to the Employer.*

   YES/NO (If yes please give details)

4. *Is any Director, Partner or Manager an existing Resident or Leaseholder of the Employer.*

   YES/NO (If yes please give details)

Signed……..
Authorised Signatory

Print Full Name……

Position in Organisation (i.e. Director or Partner)……....

For and behalf of……...

……...

Address: (In the case of a Limited Company, the Registered Office)

……...

……...

……...

Date……..

Annex H – Form of Tender

To be signed and returned by the Bidder.

FORM OF TENDER

Tender for: ***City Academy and Jewellery Quarter Academy sports hall planning application***

Sites: City Academy 23 Langley Walk, Birmingham B15 2EF and Jewellery Quarter Academy 1, St Georges Court, 1 Albion St, Birmingham B1 3AA

To: CORE Education Trust.

From: [ ]

We have examined the Invitation to Tender and following documents it referred to:

- *The various Annexes;*

We offer to carry out the whole of the Service as described in and in accordance with the documents referred to in this Tender for the sum of:

£..... (fee for all three planning applications)

(in words) …..

.....

(exclusive of VAT)

- *within [ ] weeks from the Date of Confirmation.*

Our fully priced document(s) and other documents required by the Invitation to Tender are attached.

We agree that if any obvious errors in pricing or errors in arithmetic are discovered in the priced document(s) before acceptance of this offer, they shall be dealt with in accordance with the Alternative 1/~~Alternative 2~~ procedure as described in the JCT Tendering Practice Note (2012).

For the purposes of any guarantee requirements set out in the Contract Particulars our parent company, namely:

(Registered No) whose registered office is at
Has confirmed its willingness to execute and deliver to you a guarantee in the specified form and has completed the Parent Company Guarantee Undertaking included in the tender documents.

For the purposes of any bond requirements set out in the Contract Particulars our surety, namely ..... (Registered No) whose registered office is at
Has confirmed its willingness to execute and deliver to you a bond in the specified form and has completed the Performance Bond Undertaking included in the tender documents.

We undertake and agree that upon acceptance by you of this Tender by notification in writing by the Chief Executive or other Chief Officer of the Council (or such other officer as may be nominated by

them), the said Tender and the said Agreement shall from the date of such notification constitute a binding Contract between us.

We undertake that in the event of acceptance of this offer, we will execute a formal contract with the Employer incorporating all the terms and conditions referred to in this offer within 7 days of being required to do so. If we fail to execute and return the Contract Agreement prior to the contract start date we acknowledge that we will be liable for any consequent delay and/or costs.

Please indicate if currently, or within the last three years, you have, or have been, a party to any scheme or arrangement under which:

		Yes	*No*
(a)	*You communicate the amount of your tender to any other person or body before the contract is let;*		
(b)	*Any other tenderer for the works is reimbursed any part of their tendering costs*		
(c)	*Your tender prices are adjusted by reference directly or indirectly to the prices of any other tender for the works*		
(d)	*A blacklist (as defined by the Employment Relations Act 1999 (Blacklists) Regulations 2010) operates.*		

Any Tenderer that answers "Yes" must provide in a separate Appendix a summary of the circumstances and any remedial action that has taken place to effectively "self clean" the situation referred to in that paragraph to the satisfaction of the Employer. The Tenderer shall, as a minimum, prove that it has:

- *Paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;*
- *Clarified the facts and circumstances in a comprehensive manner by actively collaborating with investigating authorities; and*
- *Taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.*

The measures taken by the Tenderer shall be evaluated by the Employer taking into account the gravity and particular circumstances of the offence or misconduct. If such evidence is considered by the Employer (whose decision shall be final) as sufficient, the Tenderer concerned shall be allowed to continue in the procurement process. Where the measures are considered by the Employer to be insufficient, the Tenderer shall be given a statement of the reasons for that decision.

This tender remains open for acceptance for a period of Three calendar months from the date of the tender

Signed by or on behalf of:

Signature:…….

Position:……

Date: …….

Annex E – Site information

Enclosed separately.

Title:	**Accommodation Schedule**
Project:	**City Academy Sports Hall**
Date:	**10/25/2023**
Sheet No:	**1**

Room Designation	**Area / m2**	**Min Ceiling Height / m**
Ground Floor Circulation	70.00	2.60
WC Male	10.00	2.60
WC Female	10.00	2.60
WC Ambulant	4.50	2.60
WC Disabled / Shower	7.40	2.60
Cleaners	6.00	2.60
Staircase	9.00	2.60
Changing Room 01	57.00	2.60
Changing Room 02	55.00	2.60
4 Court Sports Hall	692.00	7.50
Equipment Storage	88.00	2.60
Platform Lift	3.10	6.00
First Floor Circulation	45.00	2.60
WC Male	10.00	2.60
WC Female	10.00	2.60
WC Disabled	4.50	2.60
Staircase	13.00	2.60
Studio	110.00	2.60
Plant Room	27.00	2.60
Total	**1231.50**	

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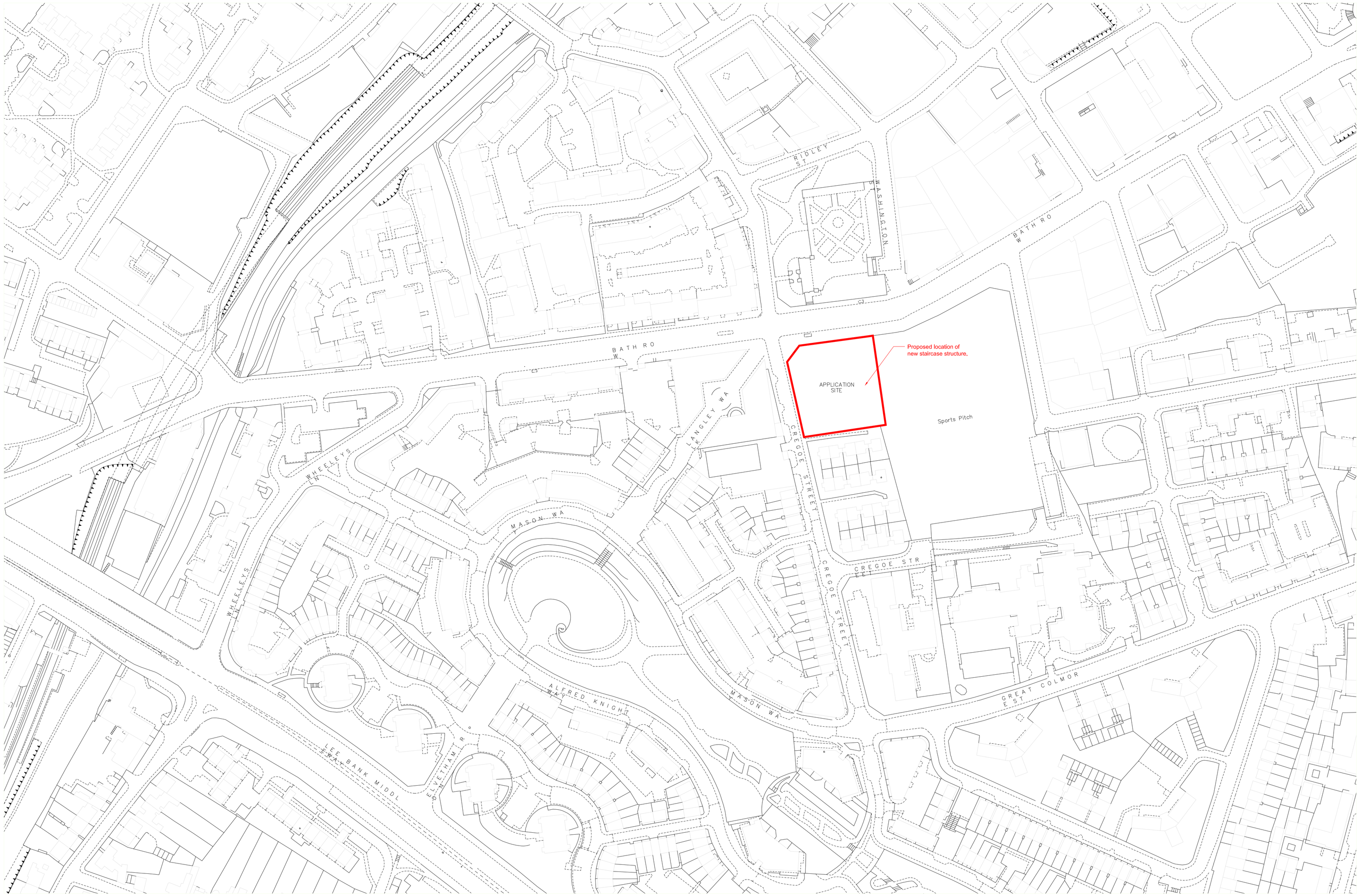

N

Site Area = 2867 m2

Revision	Date	Description	Dwn./Chkd.

ARCHITECTS LAYOUTS

PinnacleESP consulting engineers

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No.1 Croydon, 1st Floor, 12-16 Addiscombe, Croydon, CR0 0XT
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Tel: 020 8776 5500 | **Fax:** 020 8776 5533
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Project:
CITY ACADEMY LANGLEY WALK

Client:
CITY ACADEMY

Title:
LOCATION PLAN

Revision: 0

Drawn: LAK
Date: Sept 2023
Scale: 1:1250 @A1

Drw No. P4576 PESP SP P 001

1:1250

25m 0 25m 50m 75m 100m 125m

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1 P02 Proposed Block Plan
Scale 1:200

1:200
4m 0 4m 8m 12m 16m 20m

N

Site Area = 2867 m2

Revision	Date	Description	Dwn./Chkd.

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Email: info@pinnacle-esp.co.uk | **Web:** www.pinnacle-esp.co.uk

Project:
CITY ACADEMY LANGLEY WALK

Client:
CITY ACADEMY

Title:
PROPOSED BLOCK PLAN

Revision: 0

Drawn: LAK
Date: Sept 2023
Scale: 1:200 @A1

Drw No. P4576 PESP SP P 002

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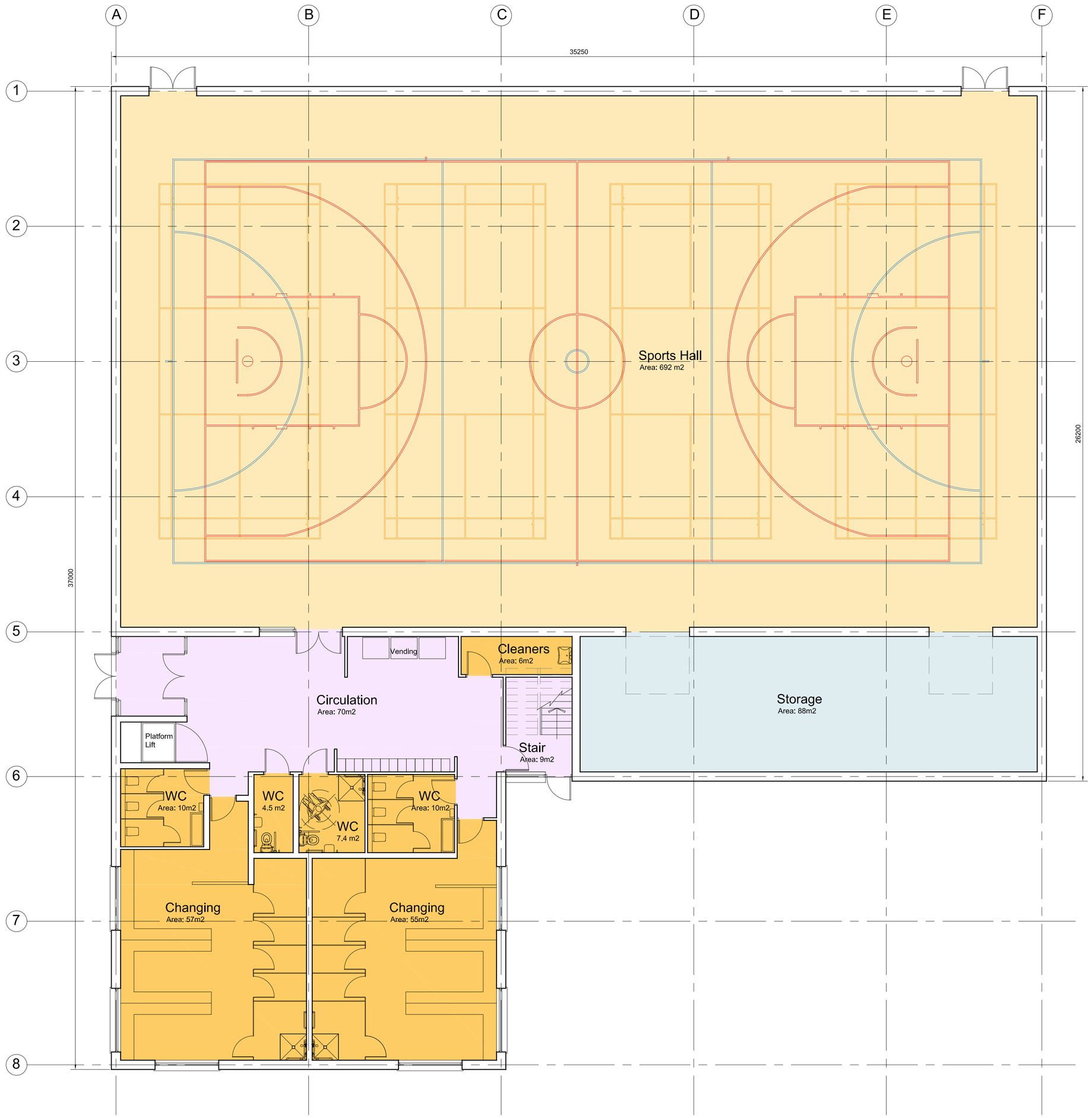
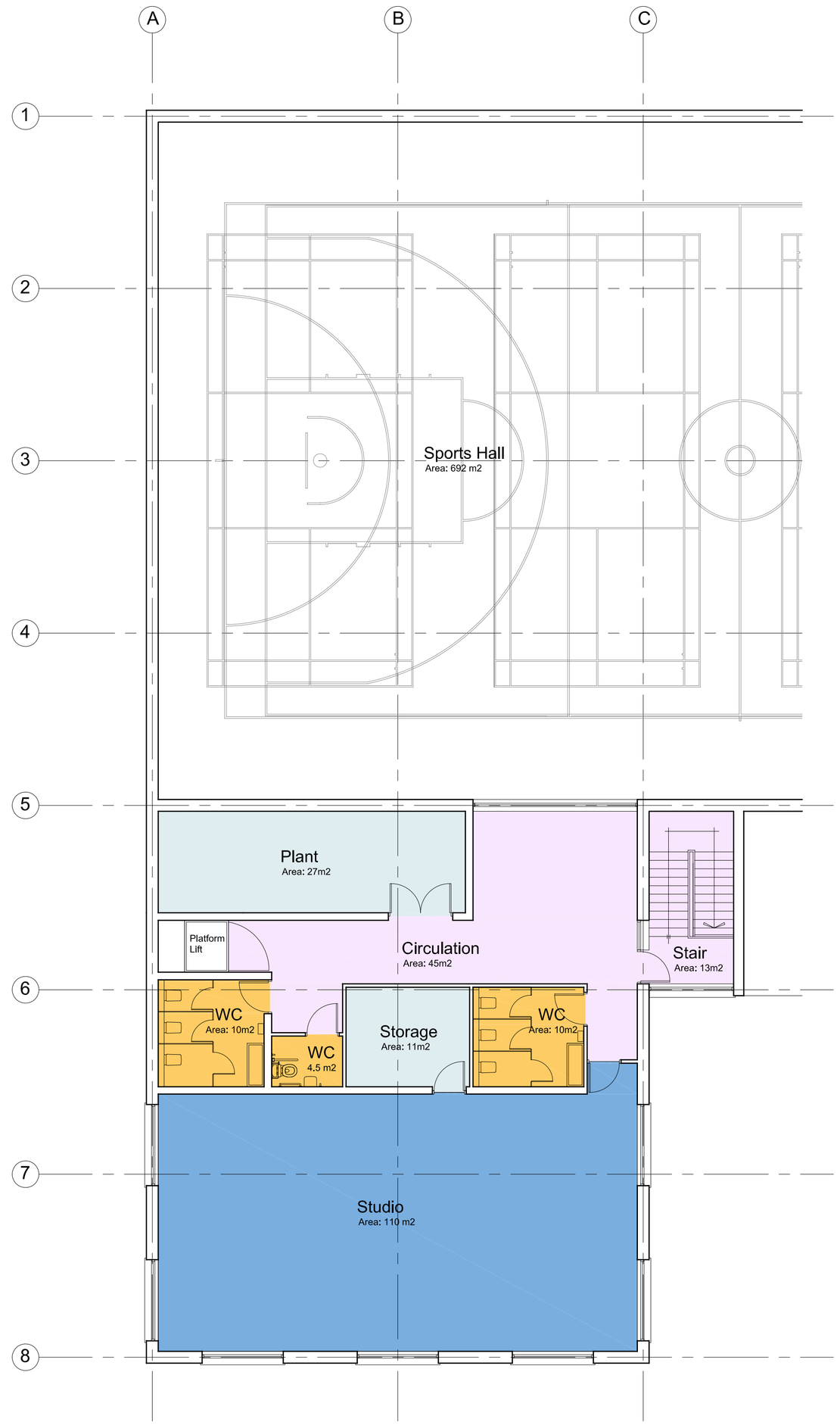


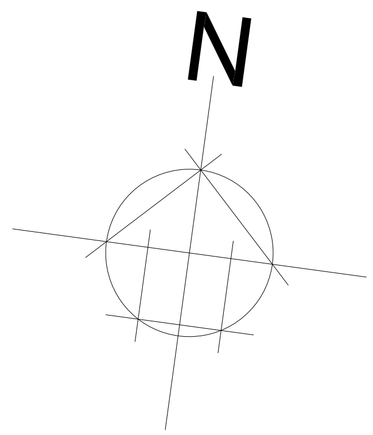
1 P03 Ground Floor Plan

Scale 1:100



2 P03 First Floor Plan

Scale 1:100



SPORTS HALL	692 m2
CHANGING / COMMON AREAS	175 m2
HEALTH & FITNESS	110 m2
STORAGE / PLANT	126 m2
CIRCULATION	137 m2
TOTAL FLOOR AREA:	1240 m2

Revision	Date	Description	Dwn./Chkd.

ARCHITECTS LAYOUTS

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Project:
CITY ACADEMY LANGLEY WALK

Client:
CITY ACADEMY

Title:
PROPOSED FLOOR PLANS

Revision: 0

Drawn: LAK
Date: Sept 2023
Scale: 1:100 @A1

Drw No. P4576 PESP SP P 003

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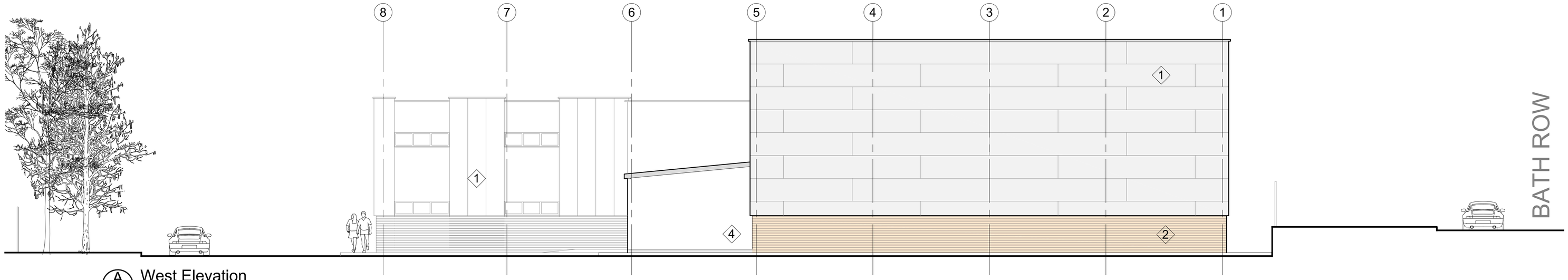
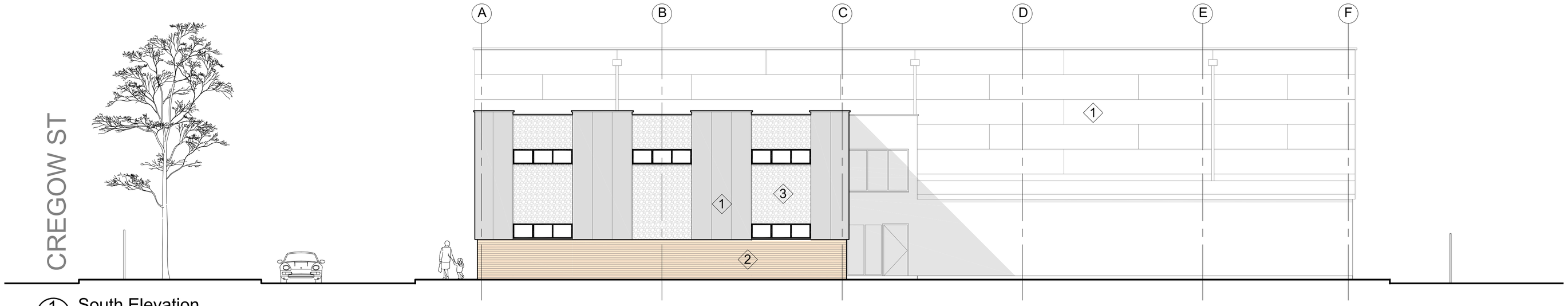
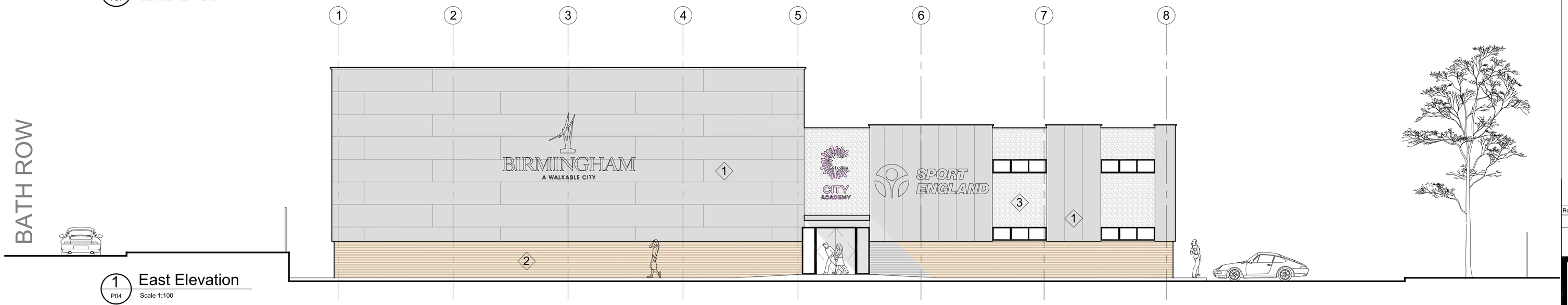


A P04 West Elevation
Scale 1:100



1 P01 South Elevation
Scale 1:100 - GIA - 54.2m2



1 P04 East Elevation
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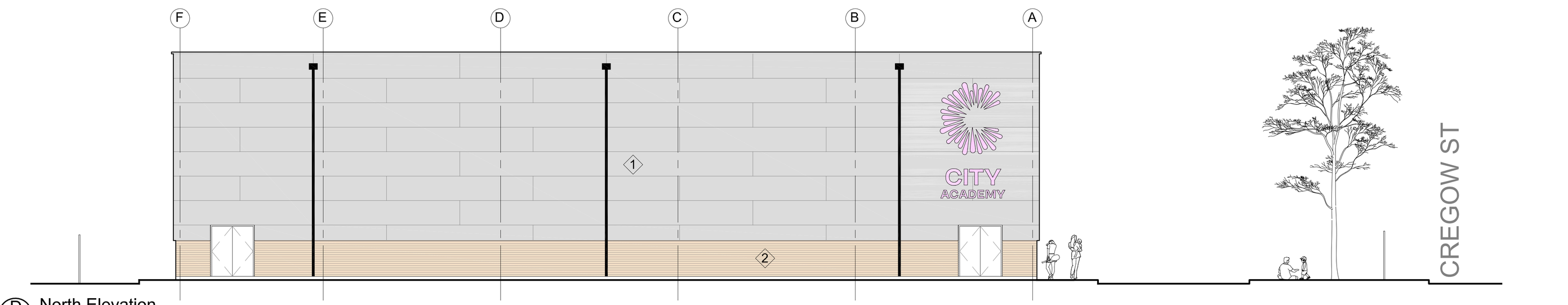

D P04 North Elevation
Scale 1:100

1:100
2m 0 2m 4m 6m 8m 10m

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Legend

1. Composite insulated cladding panels, colour Anthracite.
2. Facing brickwork to match City Academy
3. Decorative stainless steel CNC cut panels.
4. Painted Render.

Revision	Date	Description	Dwn./Chkd.

ARCHITECTS LAYOUTS

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consulting engineers

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Project:
CITY ACADEMY LANGLEY WALK

Client:
CITY ACADEMY

Title:
PROPOSED ELEVATIONS

Revision: 0

Drawn: LAK
Date: Sept 2023
Scale: 1:100 @A1

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Project:
CITY ACADEMY LANGLEY WALK

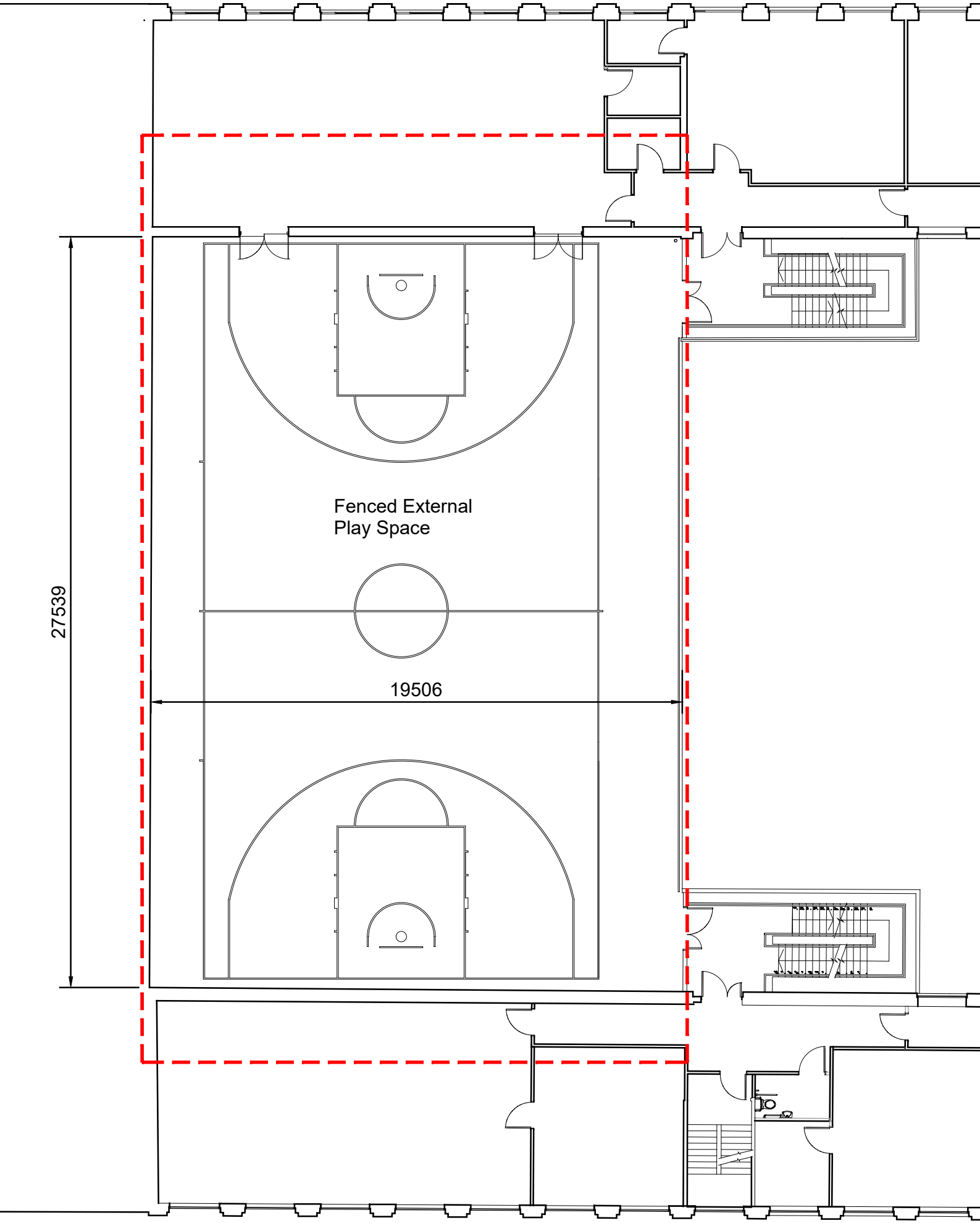
Client:
CITY ACADEMY

Title:
ILLUSTRATIONS

Revision: 0

Drawn: LAK
Date: Sept 2023
Scale: NTS @A1

Drw No. P4576 PESP SP P 005


Fenced External
Play Space
27539
19506

Title:	Ground & First Floor Circulation
Project:	City Academy Sports Hall
Date:	10/23/2023
Sheet No:	1

PinnacleESP
consulting engineers

Walls		
1	Decoration	Silk emulsion paint finish – colour to be agreed.
Floors		
2	Vinyl	Hard wearing non-slip vinyl flooring - Colour to be agreed.
	Skirting	18x68 MRMDF Square edged skirting - finished in satin emulsion.
Ceilings		
3	Ceiling	Zentia Optima suspended ceiling tiles in exposed grid.
Woodwork		
4	Internal Doors	Solid core, laminate – colour to be agreed. Marine grade Stainless steel kickplates, push plates and ironmongery No vision panel. Colour to be agreed.
	Frame	Finished in satin emulsion – colour to be agreed.
	Architrave	18 x 68mm (or greater if required) timber moulded square edge. Finished in satin emulsion – colour to be agreed.
	Window frames	Finished in satin emulsion – colour to be agreed.
Fixtures and Fittings		
5	Mandatory Signage	Screw-fixed aluminium to denote the area.
		Statutory Fire Signage
Electrical		
6	Electrical	In accordance with M&E Requirements
Heating		
7	Heating	In accordance with M&E Requirements

Title:	Ground & First Floor WC Male
Project:	City Academy Sports Hall
Date:	10/23/2023
Sheet No:	2

PinnacleESP
consulting engineers

Walls		
1	Decoration	Silk emulsion paint finish – colour to be agreed.
	Splashbacks	SGL Splashbacks - Colour TBC
Floors		
2	Vinyl	Hard wearing non-slip vinyl flooring with upstand to walls. - Colour TBC
Ceilings		
3	Ceiling	Zentia Hydroboard suspended ceiling tiles in exposed grid.
Woodwork		
4	Internal Doors	Solid core, laminate – colour to be agreed. Marine grade Stainless steel kickplates, push plates and ironmongery No vision panel. Colour to be agreed.
	Frame	Finished in satin emulsion – colour to be agreed.
	Architrave	18 x 68mm (or greater if required) timber moulded square edge. Finished in satin emulsion – colour to be agreed.
	Window frames	Finished in satin emulsion – colour to be agreed.
Fixtures and Fittings		
5	Mandatory Signage	Screw-fixed aluminium to denote the area.
	WC Cubicles	SGL cubicle system with corrosion resistant, rigid aluminium frame. H = 2100mm.
	Internal Door Handle	Satin stainless – minimum 316 marine grade
	Hand Dryers	Dyson or similar approved.
	Panels	(SGL) to provide maximum protection against water and vandalism. - Colour TBC
	Wash Hand Basin	Solid surface vanity units - Colour TBC
	Wash Hand Basin Tap	Thermostatic Sequential Basin Mixer Tap or similar approved.
	WCs	Back to wall toilet pan, concealed cistern. To include integral toilet seat and soft closing.
	Flush	Push button dual flush.
		Statutory Fire Signage
Electrical		
6	Electrical	In accordance with M&E Requirements
Heating		
7	Heating	In accordance with M&E Requirements

Title:	Ground & First Floor WC Female
Project:	City Academy Sports Hall
Date:	10/23/2023
Sheet No:	3

PinnacleESP
consulting engineers

Walls		
1	Decoration	Silk emulsion paint finish – colour to be agreed.
	Splashbacks	SGL Splashbacks - Colour TBC
Floors		
2	Vinyl	Hard wearing non-slip vinyl flooring with upstand to walls. - Colour TBC
Ceilings		
3	Ceiling	Zentia Hydroboard suspended ceiling tiles in exposed grid.
Woodwork		
4	Internal Doors	Solid core, laminate – colour to be agreed. Marine grade Stainless steel kickplates, push plates and ironmongery No vision panel. Colour to be agreed.
	Frame	Finished in satin emulsion – colour to be agreed.
	Architrave	18 x 68mm (or greater if required) timber moulded square edge. Finished in satin emulsion – colour to be agreed.
	Window frames	Finished in satin emulsion – colour to be agreed.
Fixtures and Fittings		
5	Mandatory Signage	Screw-fixed aluminium to denote the area.
	WC Cubicles	SGL cubicle system with corrosion resistant, rigid aluminium frame. H = 2100mm.
	Internal Door Handle	Satin stainless – minimum 316 marine grade
	Hand Dryers	Dyson or similar approved.
	Panels	(SGL) to provide maximum protection against water and vandalism. - Colour TBC
	Wash Hand Basin	Solid surface vanity units - Colour TBC
	Wash Hand Basin Tap	Thermostatic Sequential Basin Mixer Tap or similar approved.
	WCs	Back to wall toilet pan, concealed cistern. To include integral toilet seat and soft closing.
	Flush	Push button dual flush.
		Statutory Fire Signage
Electrical		
6	Electrical	In accordance with M&E Requirements
Heating		
7	Heating	In accordance with M&E Requirements

Title:	Ground & First Floor Ambulant WC
Project:	City Academy Sports Hall
Date:	10/23/2023
Sheet No:	4

PinnacleESP
consulting engineers

Walls		
1	Decoration	Silk emulsion paint finish – colour to be agreed.
	Splashbacks	SGL Splashbacks - Colour TBC
Floors		
2	Vinyl	Hard wearing non-slip vinyl flooring with upstand to walls. - Colour TBC
Ceilings		
3	Ceiling	Zentia Hydroboard suspended ceiling tiles in exposed grid.
Woodwork		
4	Internal Doors	Solid core, laminate – colour to be agreed. Marine grade Stainless steel kickplates, push plates and ironmongery No vision panel. Colour to be agreed.
	Frame	Finished in satin emulsion – colour to be agreed.
	Architrave	18 x 68mm (or greater if required) timber moulded square edge. Finished in satin emulsion – colour to be agreed.
	Window frames	Finished in satin emulsion – colour to be agreed.
Fixtures and Fittings		
5	Mandatory Signage	Screw-fixed aluminium to denote the area.
	WC Cubicles	SGL cubicle system with corrosion resistant, rigid aluminium frame. H = 2100mm.
	Internal Door Handle	Satin stainless – minimum 316 marine grade
	Hand Dryers	Dyson or similar approved.
	Panels	(SGL) to provide maximum protection against water and vandalism. - Colour TBC
	Wash Hand Basin	Contour 21 370mm panel mouunted basin.
	Wash Hand Basin Tap	Thermostatic Sequential Basin Mixer Tap or similar approved.
	WCs	Contour 21 Doc M toilet pan, concealed cistern. To include integral toilet seat and soft closing.
	Flush	Push button dual flush.
		Statutory Fire Signage
Electrical		
6	Electrical	In accordance with M&E Requirements
Heating		
7	Heating	In accordance with M&E Requirements

Title:	Disabled Shower / WC
Project:	City Academy Sports Hall
Date:	10/23/2023
Sheet No:	5

PinnacleESP
consulting engineers

Walls		
1	Decoration	Silk emulsion paint finish – colour to be agreed.
	Splashbacks	SGL Splashbacks - Colour TBC
Floors		
2	Vinyl	Hard wearing non-slip vinyl flooring with upstand to walls. - Colour TBC
Ceilings		
3	Ceiling	Zentia Hydroboard suspended ceiling tiles in exposed grid.
Woodwork		
4	Internal Doors	Solid core, laminate – colour to be agreed. Marine grade Stainless steel kickplates, push plates and ironmongery No vision panel. Colour to be agreed.
	Frame	Finished in satin emulsion – colour to be agreed.
	Architrave	18 x 68mm (or greater if required) timber moulded square edge. Finished in satin emulsion – colour to be agreed.
	Window frames	Finished in satin emulsion – colour to be agreed.
Fixtures and Fittings		
5	Mandatory Signage	Screw-fixed aluminium to denote the area.
	Internal Door Handle	Satin stainless – minimum 316 marine grade
	Hand Dryers	Dyson or similar approved.
	Panels	(SGL) to provide maximum protection against water and vandalism. - Colour TBC
	Wash Hand Basin	Contour 21 370mm panel mouunted basin.
	Wash Hand Basin Tap	Thermostatic Sequential Basin Mixer Tap or similar approved.
	WCs	Contour 21 Doc M toilet pan, concealed cistern. To include integral toilet seat and soft closing.
	Flush	Push button dual flush.
	Shower	Doc M Shower Room Pack
		Statutory Fire Signage
Electrical		
6	Electrical	In accordance with M&E Requirements
Heating		
7	Heating	In accordance with M&E Requirements

Title:	Cleaners Store
Project:	City Academy Sports Hall
Date:	10/23/2023
Sheet No:	5

PinnacleESP
consulting engineers

Walls		
1	Decoration	Silk emulsion paint finish – colour to be agreed.
	Splashbacks	SGL Splashbacks - Colour TBC
Floors		
2	Vinyl	Hard wearing non-slip vinyl flooring with upstand to walls. - Colour TBC
Ceilings		
3	Ceiling	Zentia Hydroboard suspended ceiling tiles in exposed grid.
Woodwork		
4	Internal Doors	Solid core, laminate – colour to be agreed. Marine grade Stainless steel kickplates, push plates and ironmongery No vision panel. Colour to be agreed.
	Frame	Finished in satin emulsion – colour to be agreed.
	Architrave	18 x 68mm (or greater if required) timber moulded square edge. Finished in satin emulsion – colour to be agreed.
	Window frames	Finished in satin emulsion – colour to be agreed.
Fixtures and Fittings		
5	Mandatory Signage	Screw-fixed aluminium to denote the area.
	Internal Door Handle	Satin stainless – minimum 316 marine grade
	Wash Hand Basin	Chartam Cleaners Sink
	Wash Hand Basin Tap	Marwick lever bib taps (pair)
		Statutory Fire Signage
Electrical		
6	Electrical	In accordance with M&E Requirements
Heating		
7	Heating	In accordance with M&E Requirements

Title:	Staircase
Project:	City Academy Sports Hall
Date:	10/23/2023
Sheet No:	6

PinnacleESP
consulting engineers

Walls		
1	Decoration	Silk emulsion paint finish – colour to be agreed.
Floors		
2	Vinyl	Hard wearing non-slip vinyl flooring - Colour to be agreed.
	Stairs	XT Range Aluminium Edgings, Tublar stainless steel balustrade, glass infill.
	Skirting	18x68 MRMDF Square edged skirting - finished in satin emulsion.
Ceilings		
3	Ceiling	Zentia Optima suspended ceiling tiles in exposed grid.
Woodwork		
4	Internal Doors	Solid core, laminate – colour to be agreed. Marine grade Stainless steel kickplates, push plates and ironmongery No vision panel. Colour to be agreed.
	Frame	Finished in satin emulsion – colour to be agreed.
	Architrave	18 x 68mm (or greater if required) timber moulded square edge. Finished in satin emulsion – colour to be agreed.
	Window frames	Finished in satin emulsion – colour to be agreed.
Fixtures and Fittings		
5	Mandatory Signage	Screw-fixed aluminium to denote the area.
		Statutory Fire Signage
Electrical		
6	Electrical	In accordance with M&E Requirements
Heating		
7	Heating	In accordance with M&E Requirements

Title:	Changing Room 01
Project:	City Academy Sports Hall
Date:	10/23/2023
Sheet No:	7

PinnacleESP
consulting engineers

Walls		
1	Decoration	Silk emulsion paint finish – colour to be agreed.
	Shower Walls	Altro whiterock - Colour TBC
Floors		
2	Vinyl	Hard wearing non-slip vinyl flooring with upstand to walls. - Colour TBC
Ceilings		
3	Ceiling	Zentia Hydroboard suspended ceiling tiles in exposed grid.
Woodwork		
4	Internal Doors	Solid core, laminate – colour to be agreed. Marine grade Stainless steel kickplates, push plates and ironmongery No vision panel. Colour to be agreed.
	Frame	Finished in satin emulsion – colour to be agreed.
	Architrave	18 x 68mm (or greater if required) timber moulded square edge. Finished in satin emulsion – colour to be agreed.
Fixtures and Fittings		
5	Mandatory Signage	Screw-fixed aluminium to denote the area.
	Internal Door Handle	Satin stainless – minimum 316 marine grade
	Panels	(SGL) to provide maximum protection against water and vandalism. - Colour TBC
	Shower	Doc M Shower Room Pack
	Shower	Stainless steel channel drainage.
		Statutory Fire Signage
Electrical		
6	Electrical	In accordance with M&E Requirements
Heating		
7	Heating	In accordance with M&E Requirements

Title:	Changing Room 02
Project:	City Academy Sports Hall
Date:	10/23/2023
Sheet No:	8

PinnacleESP
consulting engineers

Walls		
1	Decoration	Silk emulsion paint finish – colour to be agreed.
	Shower Walls	Altro whiterock - Colour TBC
Floors		
2	Vinyl	Hard wearing non-slip vinyl flooring with upstand to walls. - Colour TBC
Ceilings		
3	Ceiling	Zentia Hydroboard suspended ceiling tiles in exposed grid.
Woodwork		
4	Internal Doors	Solid core, laminate – colour to be agreed. Marine grade Stainless steel kickplates, push plates and ironmongery No vision panel. Colour to be agreed.
	Frame	Finished in satin emulsion – colour to be agreed.
	Architrave	18 x 68mm (or greater if required) timber moulded square edge. Finished in satin emulsion – colour to be agreed.
Fixtures and Fittings		
5	Mandatory Signage	Screw-fixed aluminium to denote the area.
	Internal Door Handle	Satin stainless – minimum 316 marine grade
	Panels	(SGL) to provide maximum protection against water and vandalism. - Colour TBC
	Shower	Doc M Shower Room Pack
	Shower	Stainless steel channel drainage.
	Benching	Wall mounted 13mm SGL coat rail or 20mm hardwood coat rails in beech, with satin anodised aluminium coat hooks
	Benching	13mm SGL Solid or Pocket benching. Hardwood slat benching in Beech.
		Statutory Fire Signage
Electrical		
6	Electrical	In accordance with M&E Requirements
Heating		
7	Heating	In accordance with M&E Requirements

Title:	4 Court Sports Hall
Project:	City Academy Sports Hall
Date:	10/23/2023
Sheet No:	9

PinnacleESP
consulting engineers

Walls		
1	Decoration	Silk emulsion paint finish – colour to be agreed.
Floors		
2	Hardwood sprung	Junkers Unobat 50 (Or similar) high performance sports flooring.
	Skirting	Junkers hardwood skirting.
	Markings	Line markings for four badminton courts as well as basketball, netball and handball courts.
Ceilings		
3	Ceiling	Open
Woodwork		
4	Internal Doors	Solid core, laminate – colour to be agreed. Marine grade Stainless steel kickplates, push plates and ironmongery No vision panel. Colour to be agreed.
	Frame	Finished in satin emulsion – colour to be agreed.
	Architrave	18 x 68mm (or greater if required) timber moulded square edge. Finished in satin emulsion – colour to be agreed.
	Window frames	Finished in satin emulsion – colour to be agreed.
Fixtures and Fittings		
5	Mandatory Signage	Screw-fixed aluminium to denote the area.
	Basketball goals.	Side folding match play basketball goals.
	Nets	Complete track system for division nets, including nets.
		Statutory Fire Signage
Electrical		
6	Electrical	In accordance with M&E Requirements
Heating		
7	Heating	In accordance with M&E Requirements

Title:	Equipment Storage
Project:	City Academy Sports Hall
Date:	10/23/2023
Sheet No:	10

PinnacleESP
consulting engineers

Walls		
1	Decoration	Silk emulsion paint finish – colour to be agreed.
Floors		
2	Vinyl	Hard wearing non-slip vinyl flooring - Colour to be agreed.
	Skirting	18x68 MRMDF Square edged skirting - finished in satin emulsion.
Ceilings		
3	Ceiling	Zentia Optima suspended ceiling tiles in exposed grid.
Woodwork		
4	Internal Doors	Solid core, laminate – colour to be agreed. Marine grade Stainless steel kickplates, push plates and ironmongery No vision panel. Colour to be agreed.
	Frame	Finished in satin emulsion – colour to be agreed.
	Architrave	18 x 68mm (or greater if required) timber moulded square edge. Finished in satin emulsion – colour to be agreed.
	Window frames	Finished in satin emulsion – colour to be agreed.
Fixtures and Fittings		
5	Mandatory Signage	Screw-fixed aluminium to denote the area.
		Statutory Fire Signage
Electrical		
6	Electrical	In accordance with M&E Requirements
Heating		
7	Heating	In accordance with M&E Requirements

Title:	First Floor Studio
Project:	City Academy Sports Hall
Date:	10/23/2023
Sheet No:	11

PinnacleESP
consulting engineers

Walls		
1	Decoration	Silk emulsion paint finish – colour to be agreed.
Floors		
2	Vinyl	Hard wearing non-slip vinyl flooring - Colour to be agreed.
	Skirting	18x68 MRMDF Square edged skirting - finished in satin emulsion.
Ceilings		
3	Ceiling	Zentia Optima suspended ceiling tiles in exposed grid.
Woodwork		
4	Internal Doors	Solid core, laminate – colour to be agreed. Marine grade Stainless steel kickplates, push plates and ironmongery No vision panel. Colour to be agreed.
	Frame	Finished in satin emulsion – colour to be agreed.
	Architrave	18 x 68mm (or greater if required) timber moulded square edge. Finished in satin emulsion – colour to be agreed.
	Window frames	Finished in satin emulsion – colour to be agreed.
Fixtures and Fittings		
5	Mandatory Signage	Screw-fixed aluminium to denote the area.
		Statutory Fire Signage
Electrical		
6	Electrical	In accordance with M&E Requirements
Heating		
7	Heating	In accordance with M&E Requirements

Title:	First Floor Plant Room
Project:	City Academy Sports Hall
Date:	10/23/2023
Sheet No:	12

PinnacleESP
consulting engineers

Walls		
1	Decoration	Silk emulsion paint finish – colour to be agreed.
Floors		
2	Vinyl	Watco Chemi-Coat® - one coat high build epoxy resin coating.
Ceilings		
3	Ceiling	Open
Woodwork		
4	Internal Doors	Solid core, laminate – colour to be agreed. Marine grade Stainless steel kickplates, push plates and ironmongery No vision panel. Colour to be agreed.
	Frame	Finished in satin emulsion – colour to be agreed.
	Architrave	18 x 68mm (or greater if required) timber moulded square edge. Finished in satin emulsion – colour to be agreed.
Fixtures and Fittings		
5	Mandatory Signage	Screw-fixed aluminium to denote the area.
		Statutory Fire Signage
Electrical		
6	Electrical	In accordance with M&E Requirements
Heating		
7	Heating	In accordance with M&E Requirements

Title:	**Accommodation Schedule**
Project:	**Jewellery Quarter Sports Hall**
Date:	**10/25/2023**
Sheet No:	**1**

Room Designation	**Area / m2**	**Min Ceiling Height / m**
3 Court Sports Hall	532.00	7.50
Equipment Storage	150.00	5.00
Plant Room	148.00	5.00
Total	**830.00**	

Title:	3 Court Sports Hall
Project:	Jewellery Quarter Sports Hall
Date:	10/23/2023
Sheet No:	1

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Walls		
1	Decoration	Silk emulsion paint finish – colour to be agreed.
Floors		
2	Hardwood sprung	Junkers Unobat 50 (Or similar) high performance sports flooring.
	Skirting	Junkers hardwood skirting.
	Markings	Line markings for four badminton courts as well as basketball, netball and handball courts.
Ceilings		
3	Ceiling	Open
Woodwork		
4	Internal Doors	Solid core, laminate – colour to be agreed. Marine grade Stainless steel kickplates, push plates and ironmongery No vision panel. Colour to be agreed.
	Frame	Finished in satin emulsion – colour to be agreed.
	Architrave	18 x 68mm (or greater if required) timber moulded square edge. Finished in satin emulsion – colour to be agreed.
	Window frames	Finished in satin emulsion – colour to be agreed.
Fixtures and Fittings		
5	Mandatory Signage	Screw-fixed aluminium to denote the area.
	Basketball goals.	Side folding match play basketball goals.
	Nets	Complete track system for division nets, including nets.
		Statutory Fire Signage
Electrical		
6	Electrical	In accordance with M&E Requirements
Heating		
7	Heating	In accordance with M&E Requirements

Title:	Equipment Storage
Project:	Jewellery Quarter Sports Hall
Date:	10/23/2023
Sheet No:	2

PinnacleESP
consulting engineers

Walls		
1	Decoration	Silk emulsion paint finish – colour to be agreed.
Floors		
2	Vinyl	Hard wearing non-slip vinyl flooring - Colour to be agreed.
	Skirting	18x68 MRMDF Square edged skirting - finished in satin emulsion.
Ceilings		
3	Ceiling	Open
Woodwork		
4	Internal Doors	Solid core, laminate – colour to be agreed. Marine grade Stainless steel kickplates, push plates and ironmongery No vision panel. Colour to be agreed.
	Frame	Finished in satin emulsion – colour to be agreed.
	Architrave	18 x 68mm (or greater if required) timber moulded square edge. Finished in satin emulsion – colour to be agreed.
	Window frames	Finished in satin emulsion – colour to be agreed.
Fixtures and Fittings		
5	Mandatory Signage	Screw-fixed aluminium to denote the area.
		Statutory Fire Signage
Electrical		
6	Electrical	In accordance with M&E Requirements
Heating		
7	Heating	In accordance with M&E Requirements

Title:	Plant Room
Project:	Jewellery Quarter Sports Hall
Date:	10/23/2023
Sheet No:	3

PinnacleESP
consulting engineers

Walls		
1	Decoration	Silk emulsion paint finish – colour to be agreed.
Floors		
2	Vinyl	Watco Chemi-Coat® - one coat high build epoxy resin coating.
Ceilings		
3	Ceiling	Open
Woodwork		
4	Internal Doors	Solid core, laminate – colour to be agreed. Marine grade Stainless steel kickplates, push plates and ironmongery No vision panel. Colour to be agreed.
	Frame	Finished in satin emulsion – colour to be agreed.
	Architrave	18 x 68mm (or greater if required) timber moulded square edge. Finished in satin emulsion – colour to be agreed.
Fixtures and Fittings		
5	Mandatory Signage	Screw-fixed aluminium to denote the area.
		Statutory Fire Signage
Electrical		
6	Electrical	In accordance with M&E Requirements
Heating		
7	Heating	In accordance with M&E Requirements

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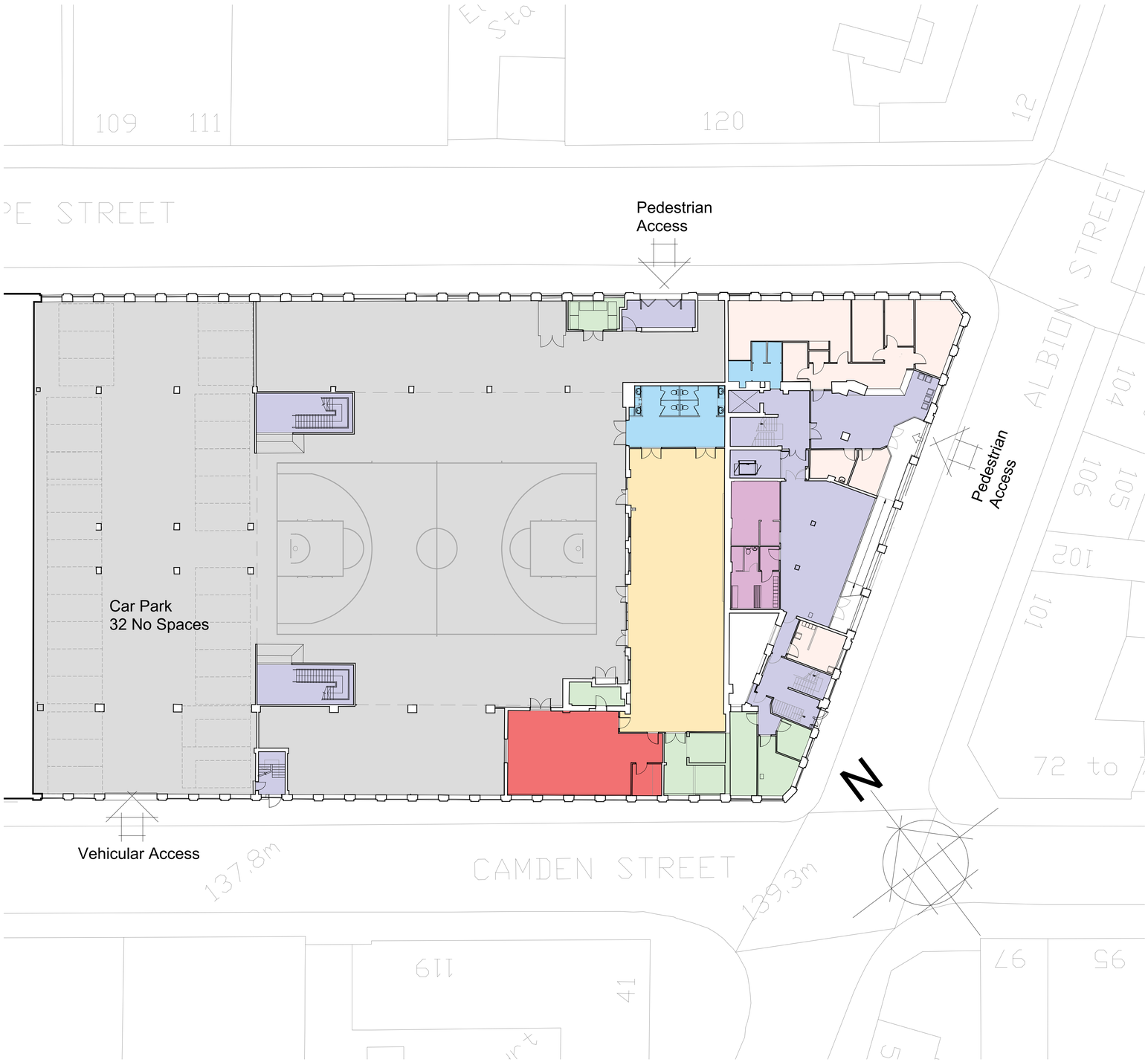
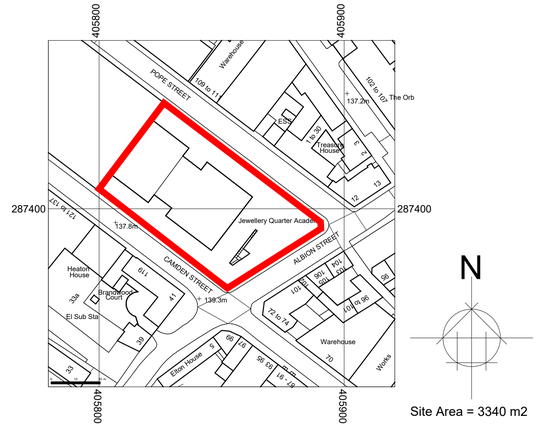


2 500 BLOCK PLAN

Scale 1: 200



Site Area = 3340 m2

1 500 SITE LOCATION PLAN

Scale 1: 1250

1:1250

25m 0 25m 50m 75m 100m 125m

1:200

4m 0 4m 8m 12m 16m 20m

Revision	Date	Description	Dwn./Chkd.

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Project:
CITY ACADEMY LANGLEY WALK

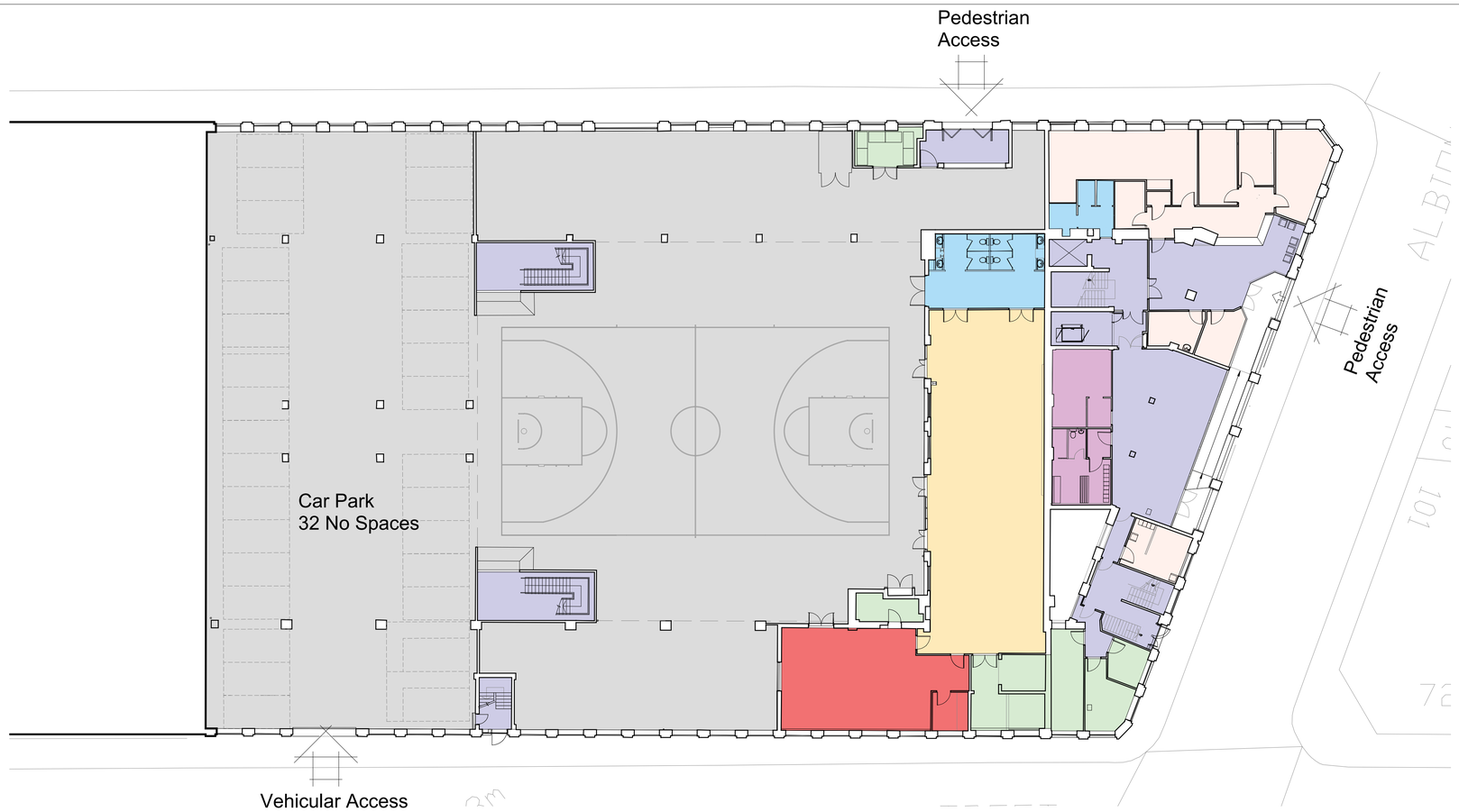
Client:
JEWELLERY QUARTER ACADEMY

Title:
LOCATION & BLOCK PLAN

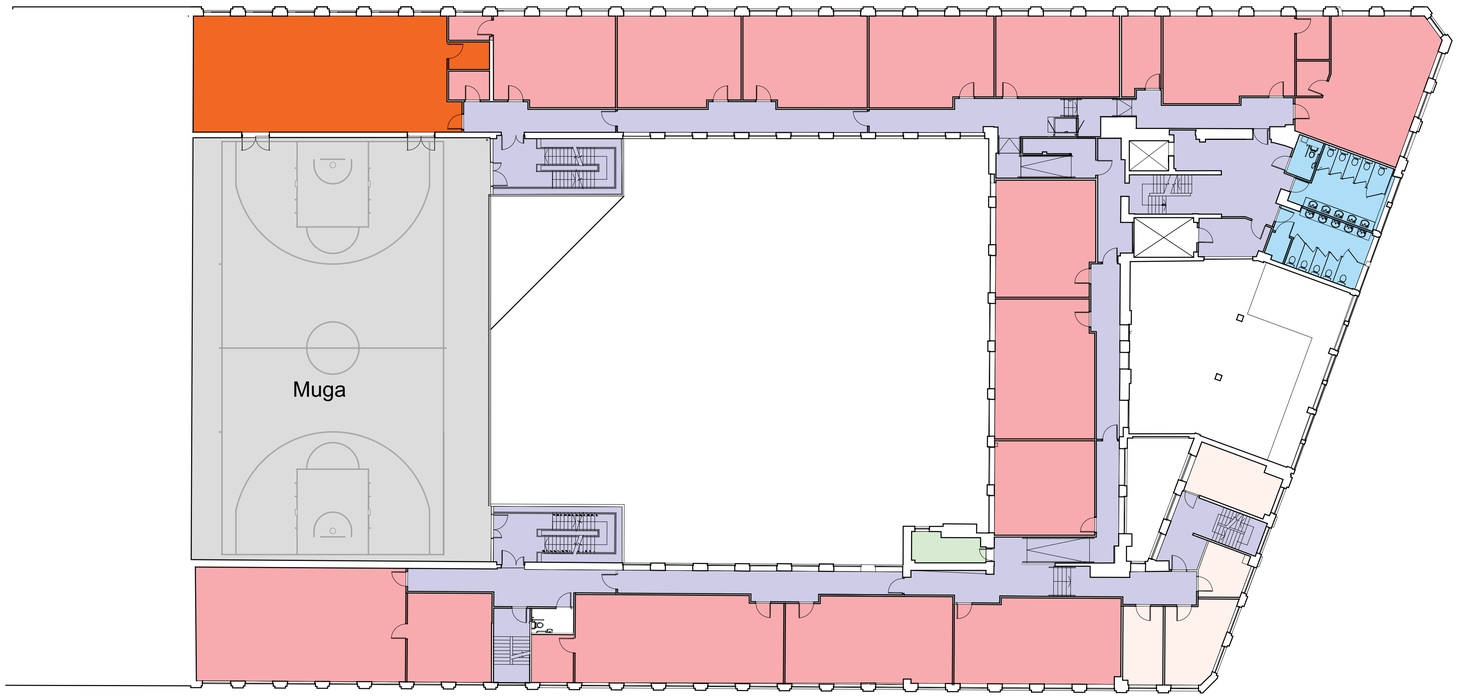
Revision: 0

Drawn: LAK
Date: Sept 2023
Scale: 1:1250 & 200 @A1

Drw No. P4576 PESP SP P501



1 501 EXISTING GROUND FLOOR PLAN
Scale 1: 200



2 501 EXISTING FIRST FLOOR PLAN
Scale 1: 200

1:200
4m 0 4m 8m 12m 16m 20m

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Site Area = 3340 m2

Revision	Date	Description	Dwn./Chkd.

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Project:
JEWELLERY QUARTER ACADEMY

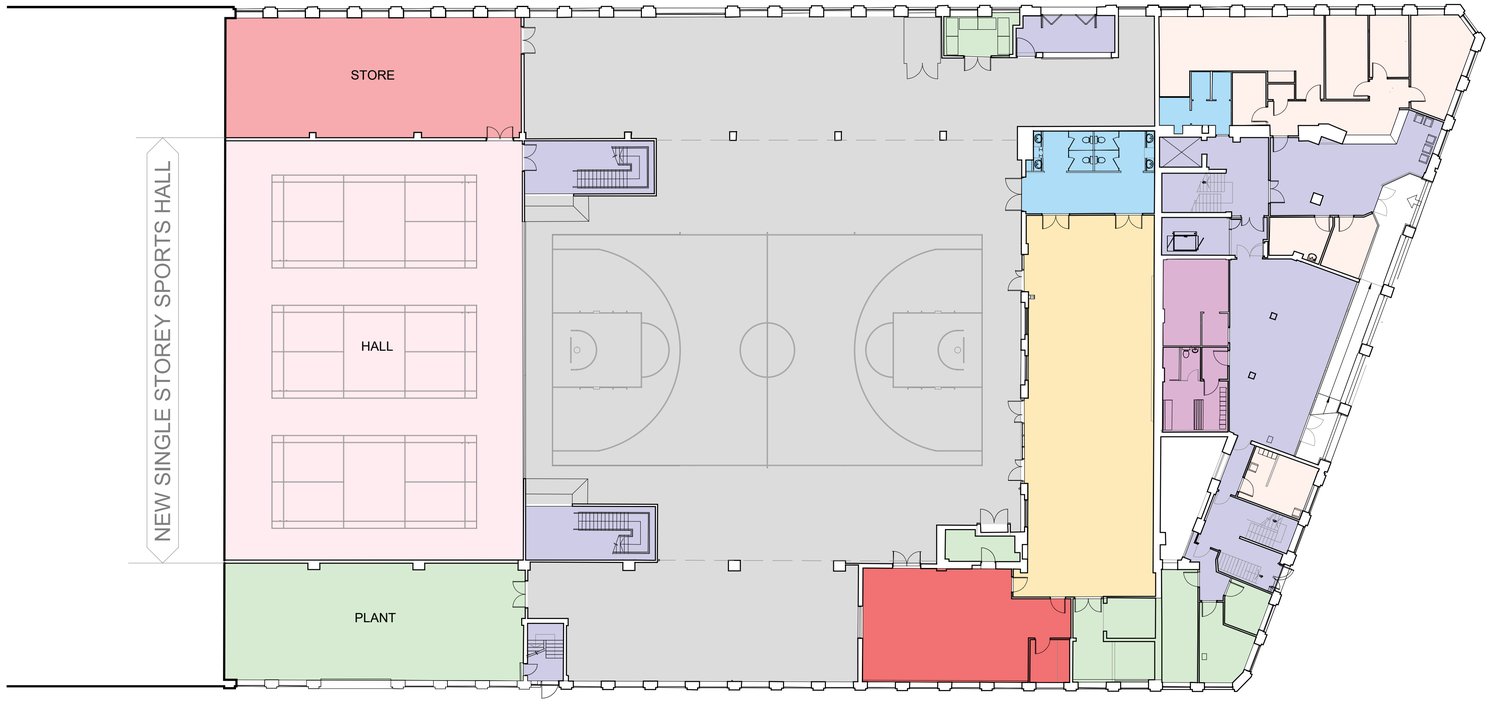
Client:
CORE EDUCATION TRUST

Title:
EXISTING GROUND & FIRST FLOOR PLAN

Revision: 0

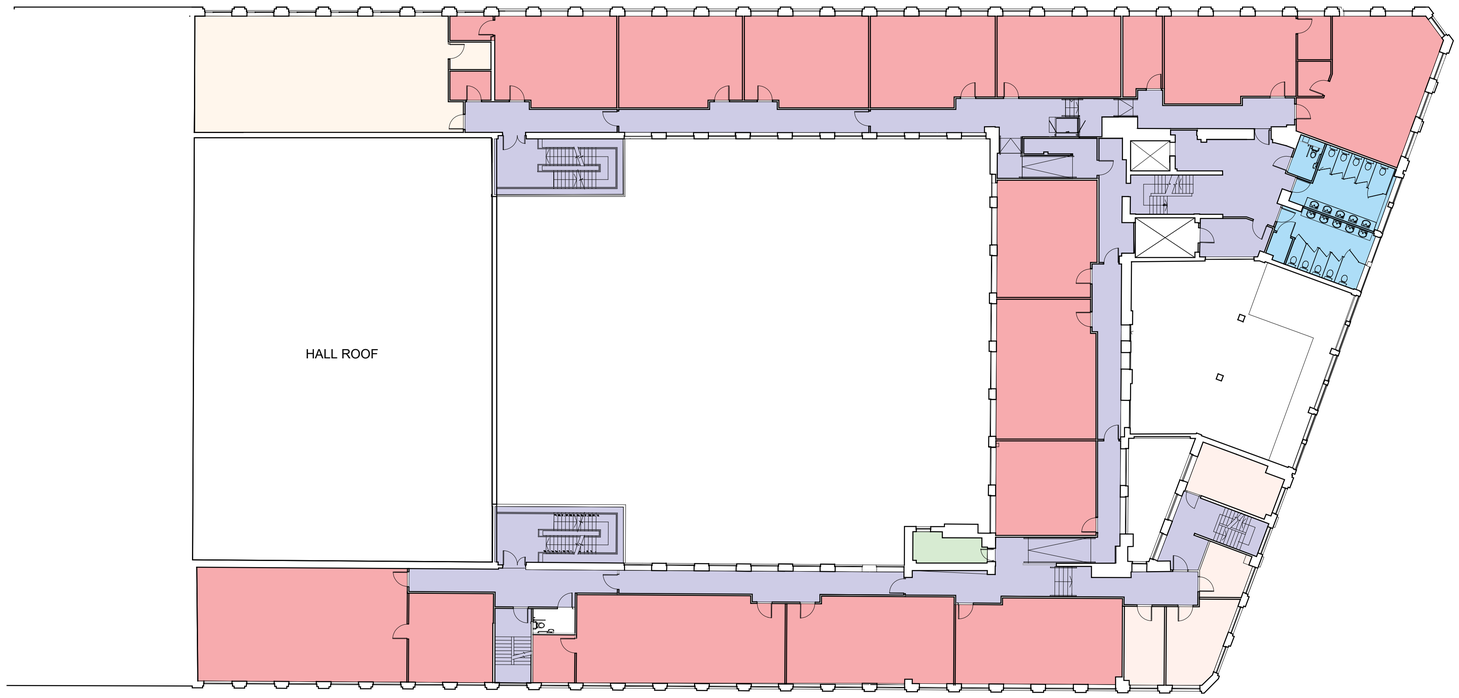
Drawn: LAK
Date: Sept 2023
Scale: 1:1250 @A1

Drw No. P4576 PESP SP P501
0



1 502 PROPOSED GROUND FLOOR PLAN - OPTION 2

Scale 1: 200



2 502 PROPOSED FIRST FLOOR PLAN - OPTION 2

Scale 1: 200

1:200

4m 0 4m 8m 12m 16m 20m

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Revision	Date	Description	Dwn./Chkd.

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Project:

JEWELLERY QUARTER ACADEMY

Client:

CORE EDUCATION TRUST

Title:

PROPOSED GROUND & FIRST FLOOR PLAN

Revision: 0

Drawn: LAK

Date: Sept 2023

Scale: 1:200 @A1

Drw No. P4576 PESP SP P502

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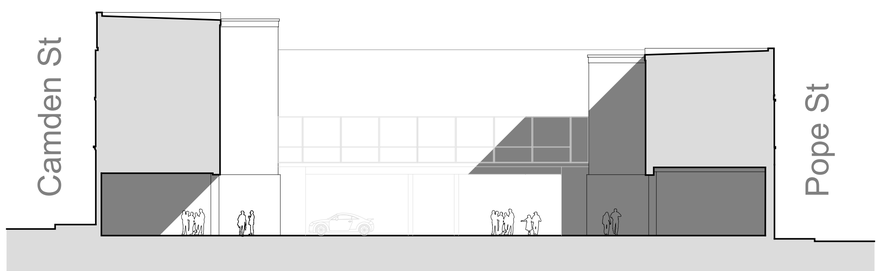
Scale 1: 200

1 / 600 PROPOSED CROSS SECTION

Scale 1: 200



2 / 600 EXISTING CROSS SECTION

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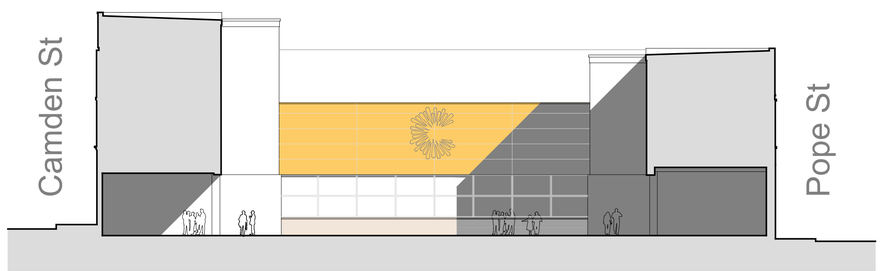
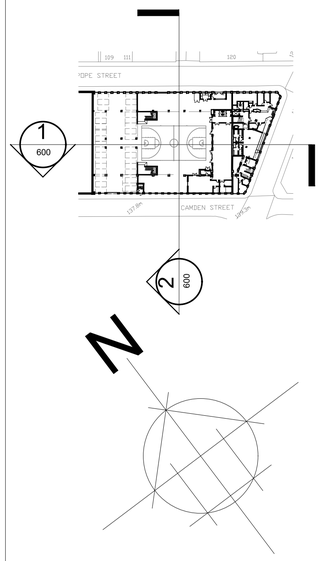


2 / 600 PROPOSED CROSS SECTION

Scale 1: 200



Site Area = 3340 m2

1:200

4m 0 4m 8m 12m 16m 20m

Revision	Date	Description	Dwn./Chkd.

ARCHITECTS LAYOUTS

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Project:

JEWELLERY QUARTER ACADEMY

Client:

CORE EDUCATION TRUST

Title:

EXISTING & PROPOSED SECTIONIONAL ELEVATIONS

Revision: 0

Drawn: LAK

Date: Sept 2023

Scale: 1:200 @A1

Drw No. P4576 PESP SP P503

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Project:

JEWELLERY QUARTER ACADEMY

Client:

CORE EDUCATION TRUST

Title:
ILLUSTRATIONS

Revision: 0

Drawn: LAK
Date: Sept 2023
Scale: NTS @A1

Drw No. P4576 PESP SP P505

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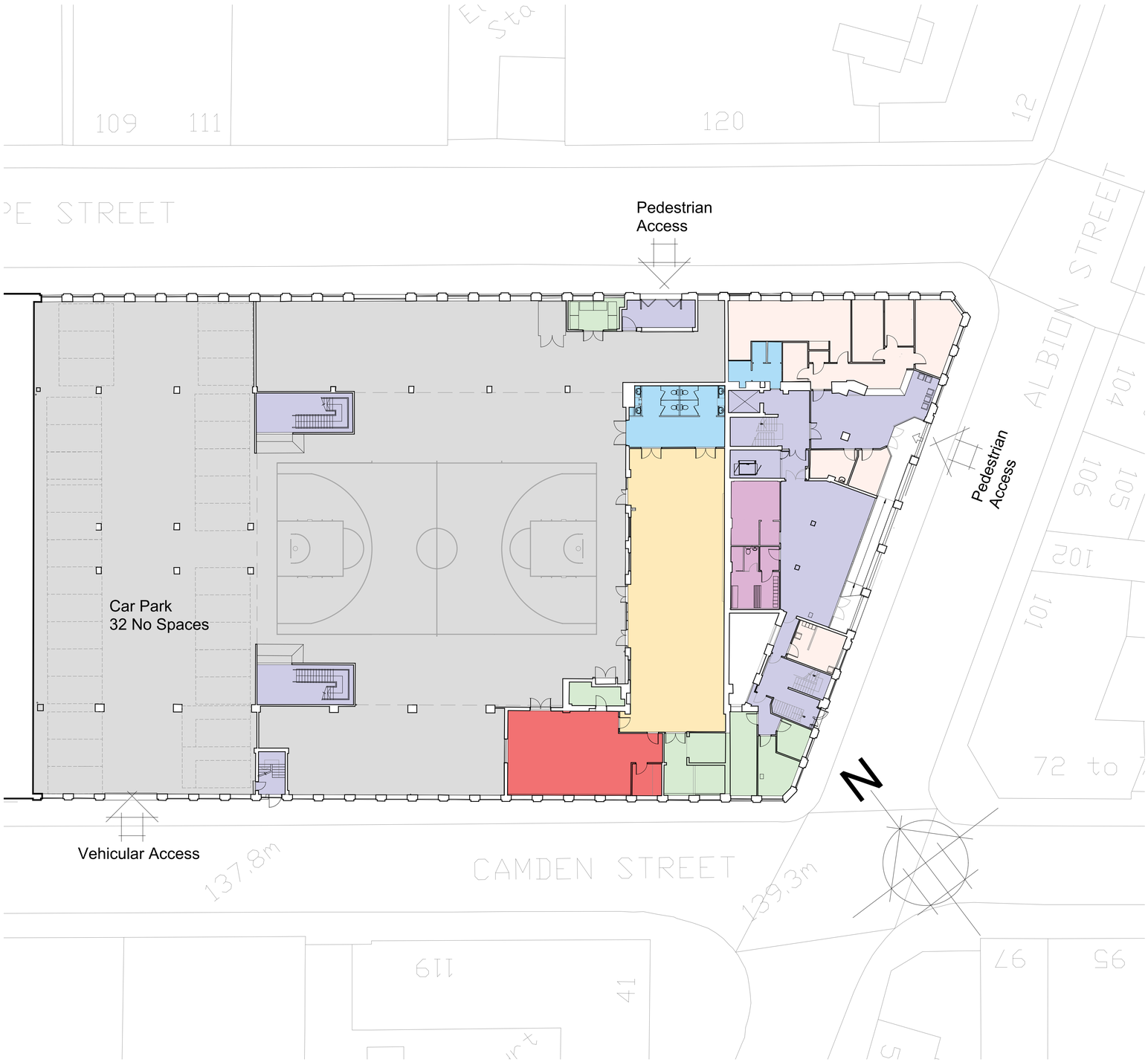
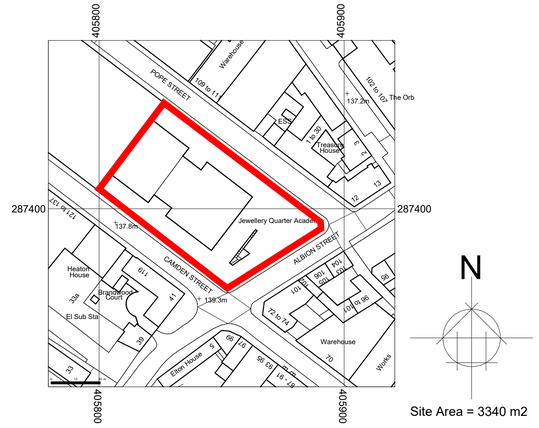


2 500 BLOCK PLAN

Scale 1: 200



Site Area = 3340 m2

1 500 SITE LOCATION PLAN

Scale 1: 1250

1:1250

25m 0 25m 50m 75m 100m 125m

1:200

4m 0 4m 8m 12m 16m 20m

Revision	Date	Description	Dwn./Chkd.

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Project:
CITY ACADEMY LANGLEY WALK

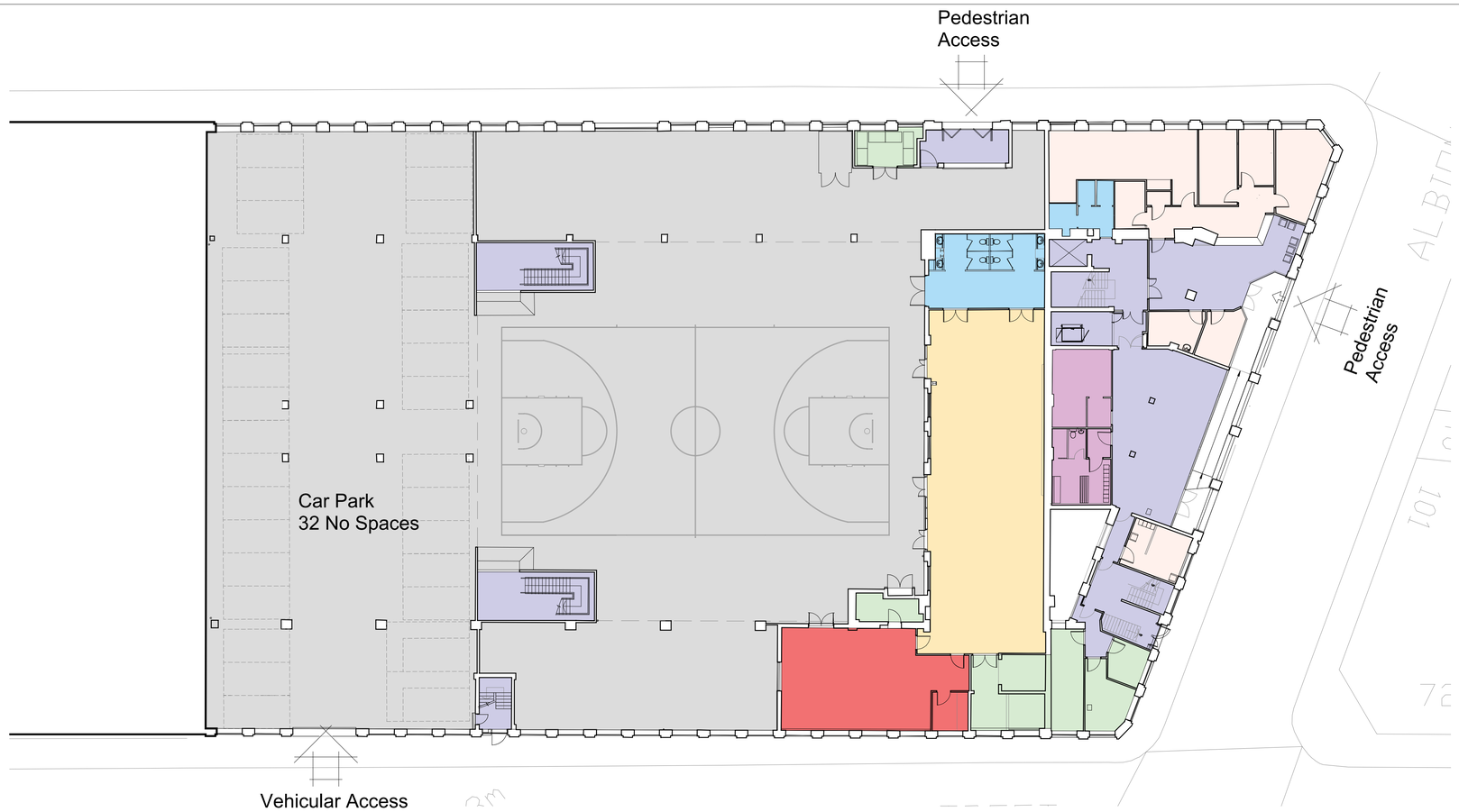
Client:
JEWELLERY QUARTER ACADEMY

Title:
LOCATION & BLOCK PLAN

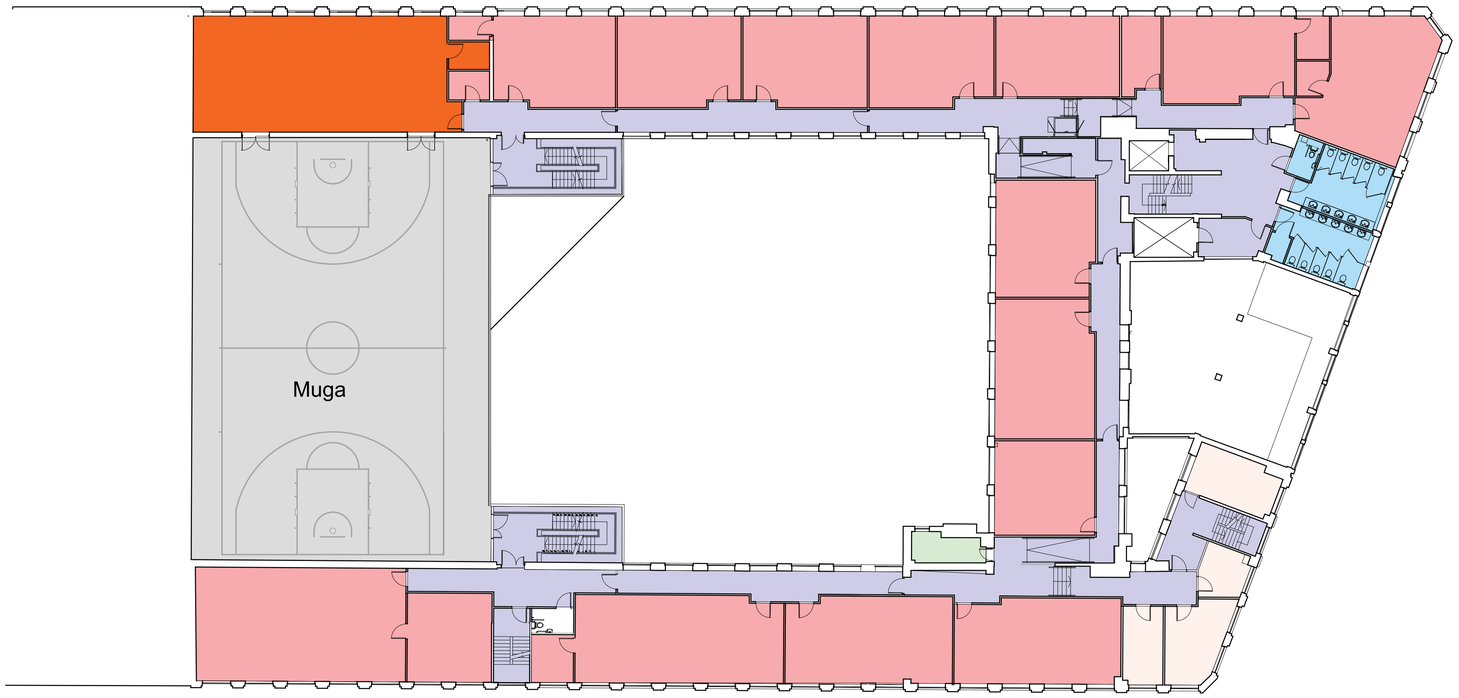
Revision: 0

Drawn: LAK
Date: Sept 2023
Scale: 1:1250 & 200 @A1

Drw No. P4576 PESP SP P501



1 501 EXISTING GROUND FLOOR PLAN
Scale 1: 200



2 501 EXISTING FIRST FLOOR PLAN
Scale 1: 200

1:200
4m 0 4m 8m 12m 16m 20m

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Project:
JEWELLERY QUARTER ACADEMY

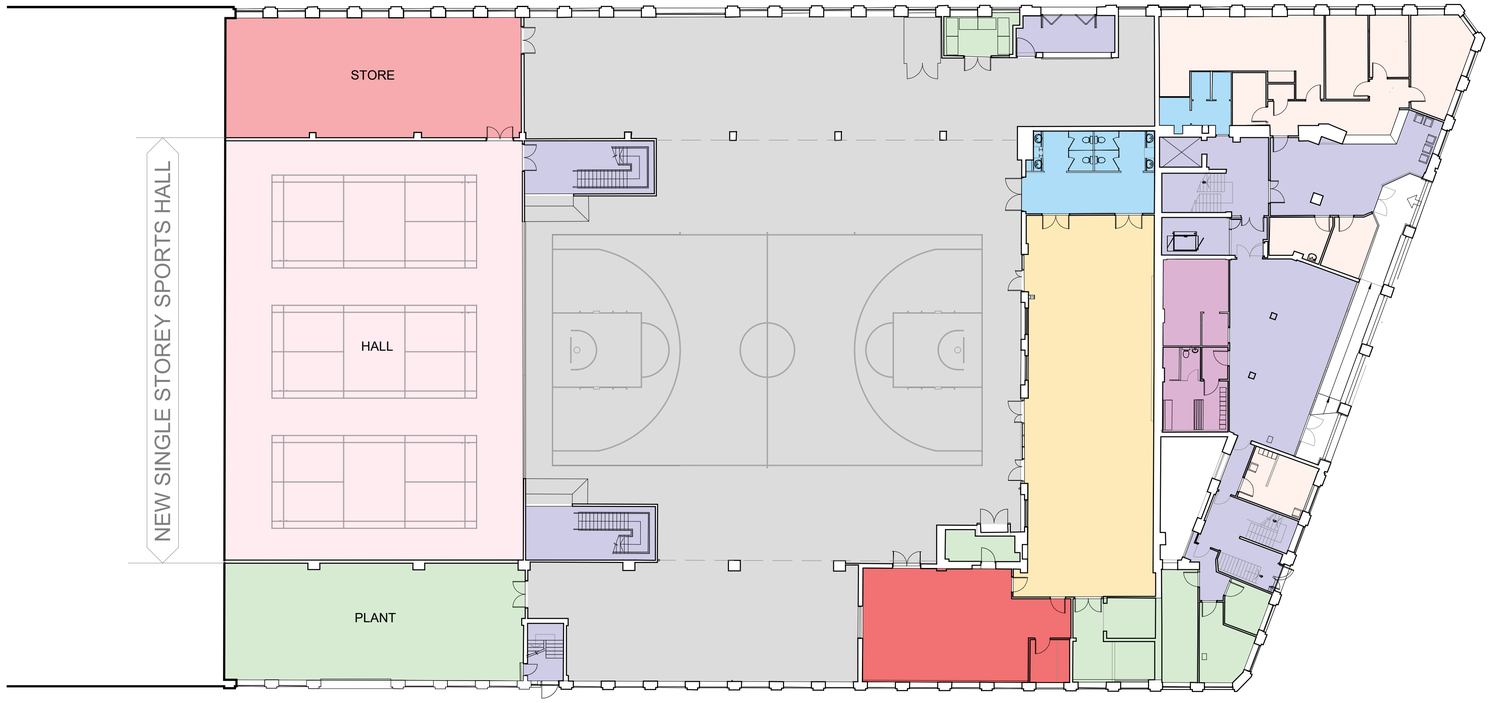
Client:
CORE EDUCATION TRUST

Title:
EXISTING GROUND & FIRST FLOOR PLAN

Revision: 0

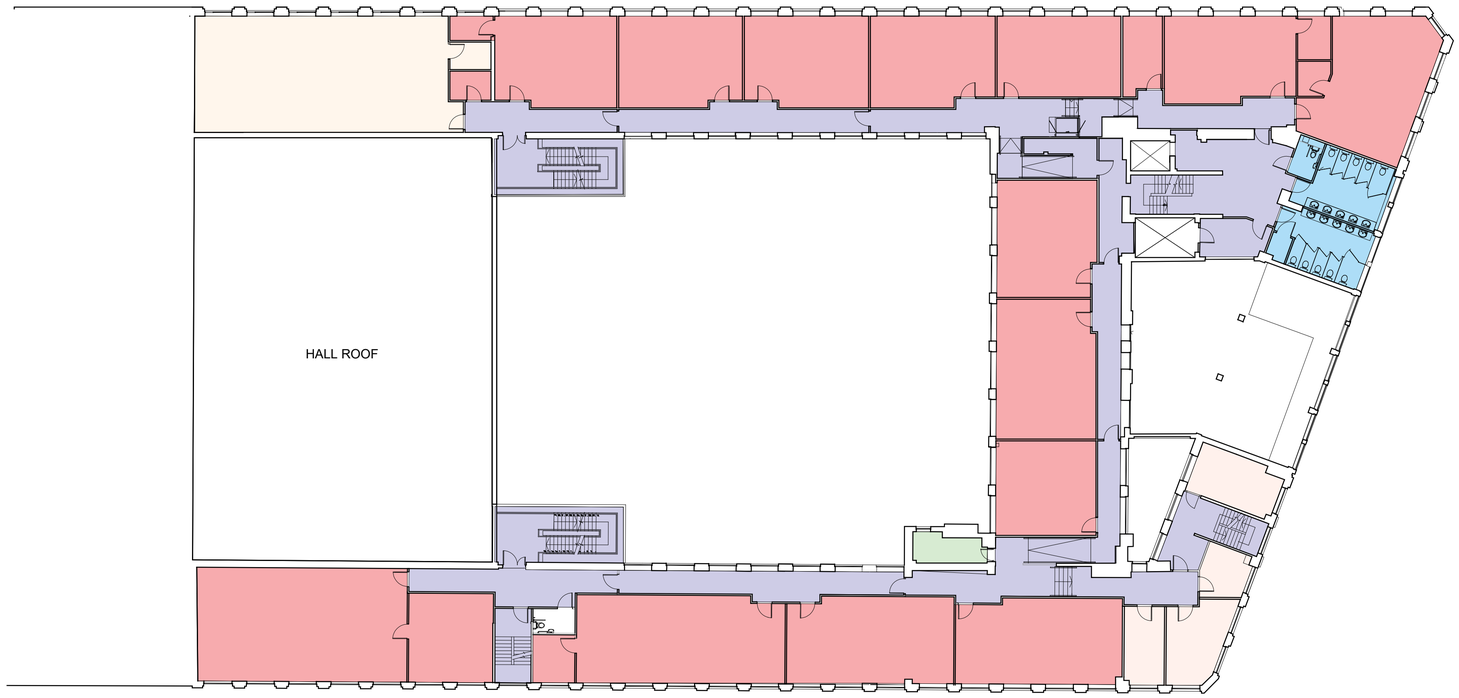
Drawn: LAK
Date: Sept 2023
Scale: 1:1250 @A1

Drw No. P4576 PESP SP P501
0



1 502 PROPOSED GROUND FLOOR PLAN - OPTION 2

Scale 1: 200



2 502 PROPOSED FIRST FLOOR PLAN - OPTION 2

Scale 1: 200

1:200

4m 0 4m 8m 12m 16m 20m

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Project:

JEWELLERY QUARTER ACADEMY

Client:

CORE EDUCATION TRUST

Title:

PROPOSED GROUND & FIRST FLOOR PLAN

Revision: 0

Drawn: LAK

Date: Sept 2023

Scale: 1:200 @A1

Drw No. P4576 PESP SP P502

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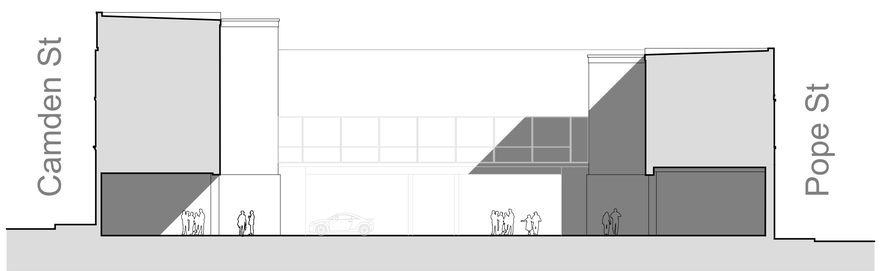
1 / 600 EXISTING CROSS SECTION

Scale 1: 200

1 / 600 PROPOSED CROSS SECTION

Scale 1: 200



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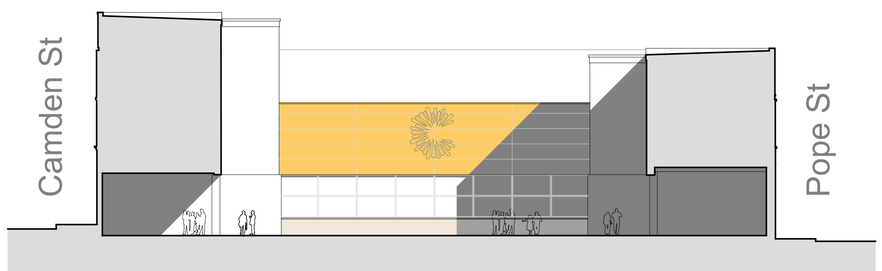
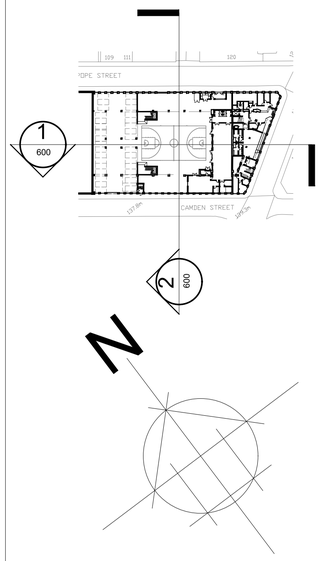


2 / 600 PROPOSED CROSS SECTION

Scale 1: 200



Site Area = 3340 m2

1:200

4m 0 4m 8m 12m 16m 20m

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Project:

JEWELLERY QUARTER ACADEMY

Client:

CORE EDUCATION TRUST

Title:

EXISTING & PROPOSED SECTIONIONAL ELEVATIONS

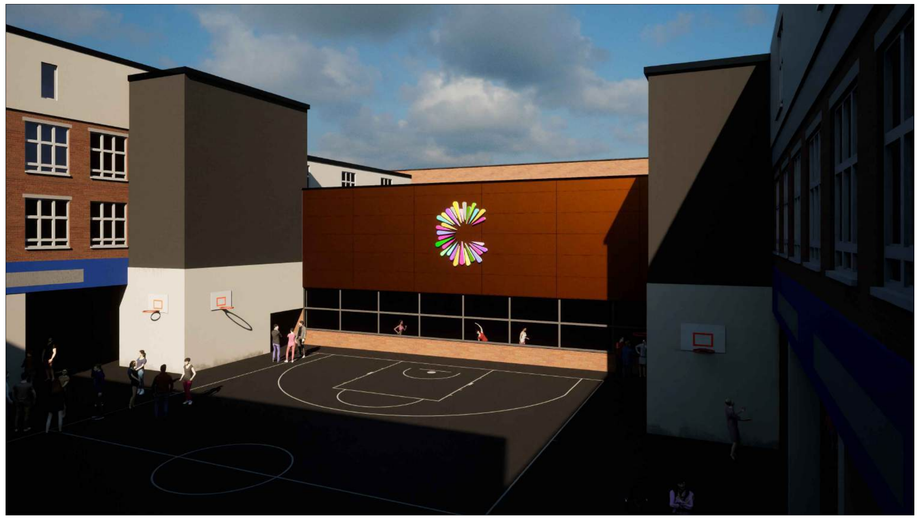
Revision: 0

Drawn: LAK

Date: Sept 2023

Scale: 1:200 @A1

Drw No. P4576 PESP SP P503



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Project:

JEWELLERY QUARTER ACADEMY

Client:

CORE EDUCATION TRUST

Title:
ILLUSTRATIONS

Revision: 0

Drawn: LAK
Date: Sept 2023
Scale: NTS @A1

Drw No. P4576 PESP SP P505

Annex F – Birmingham Council Validation Checklist

Enclosed separately.

Birmingham City Council

Have you clicked yet? Council Services 24/7 birmingham.gov.uk

Application for Full Planning Permission

VALIDATION CHECKLIST

This type of application should be submitted in accordance with the requirements shown in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

Apply online now using the Planning Portal

The benefits of applying online include

- Immediate delivery and acknowledgement
- Savings on postage and printing costs
- Online help function when completing applications
- Online record of your applications
- Online payment

If you prefer, you can complete your application form online and submit supporting documents and fees by post, this could delay the validation of your application.

National Application Requirements – Mandatory Information

Application Form • Full Planning Permission	☐

Certificates
• The completed ownership certificate (A, B, C or D) as appropriate (This now includes the Agricultural Holdings Certificate)
  ○ If ownership certificate B is completed, Notice 1 is required
  ○ If ownership certificate C is completed, Notices 1 and 2 are required
  ○ If ownership certificate D is completed, Notice 2 is required
	☐

Application Fee You must provide the appropriate fee for the proposed development when the application is submitted, failure to submit the correct fee will result in the application being declared as invalid Download the fees schedule for all English applications here	☐
Location Plan All applications must include a location plan which should: • Be at a scale of 1:1250 or 1:2500; • Show the direction of North and identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application is clear • Show the application site outlined in red, which includes all land necessary to carry out the proposed development • Show any other land owned by the applicant, close to or adjoining the application site, outlined in blue.	☐

Application Form • Full Planning Permission	☐
Site Plan (Only required if operational development is taking place) All applications must be submitted with a site plan (sometimes called a block plan) which should: • Be at a scale of 1:500 or 1:200; and • Show the direction of North and proposed development in relation to the site boundaries and other existing buildings, both on the site and adjacent to it, with dimensions including those to the boundaries. The site plan should also include the following, unless these would not influence or be affected by the proposed development: • All buildings, roads and footpaths on land adjoining the site including access arrangements; • All public rights of way crossing or adjoining the site; • The position of all trees on the site and those on adjacent land; • The extent and type of any hard surfacing; and • The type and height of any boundary treatment including walls or fencing where proposed.	☐
Design and Access Statement Required only for • All applications for major development (defined as 10 or more dwellings or provision of a building(s) where the floor space to be created is over 1,000 square metres or where the site is 1 hectare or more) • Applications for one or more dwellinghouses in a Conservation Area • Applications for the provision of a building / buildings where the floor space created by the development is 100 square metres or more within a Conservation Area • All Listed Building Consent applications This does not apply to applications for planning permission to amend conditions, extend the time limit for implementation, for reserved matters applications, for engineering or mining operations, for a material change of use, or for waste development. Further information can be obtained here - See Design and Access Guidance Note	☐
Environmental Statement Some applications for major development may require an Environmental Statement. You can seek a formal opinion (a screening opinion) as to whether an Environmental Statement is needed before you submit your planning application. If a statement is needed, you can make an application for a scoping opinion which gives details of what the statement should contain. Further Advice Planning Practice Guidance on Environmental Impact Assessment: https://www.gov.uk/guidance/environmental-impact-assessment#Screening-Schedule-2-projects.	☐

Application Form • Full Planning Permission	☐
This is a specialised area of planning and you may need to seek your own professional advice.	

Local Application Requirements

Additional Plans and Drawings and any other plans, drawings and information necessary to describe the development which is the subject of the application
All plans should contain an individual reference that identifies the individual plan, the version number and date of production (any amended plans submitted at a later date should follow the same reference format)
 	
• Elevations if required - Preferably on paper size less than A2 and at a typical scale of 1:50 or 1:100, (existing & proposed should be at a similar scale to aid comparative study) scale annotated on the plan. Full elevations showing all sides of the development even if they do not contain windows/door openings
• Internal Layouts - Preferably on paper size less than A2 and at a typical scale of 1:50 or 1:100, (existing & proposed should be at a similar scale to aid comparative study) scale annotated on the plan. Plans showing the proposed internal layout of each unit type
• Landscaping if required - Plans showing details of the proposed landscaping scheme
• Street Scene Plans if required - Plans indicating or including at least 1 existing house either side of the proposed development
• Extraction Details – if extraction details proposed, elevational drawings showing all external ductwork and termination points, if possible include adjacent buildings. Confirmation that the system discharges vertically and showing that it will be one metre higher than the highest residential window or one metre higher than eaves level
• Cross-section – for advertisement applications clearly showing method of illumination
 	
All applications for major development
 	
• Computer Aided Design (CAD) model illustrating the external appearance, layout, scale and massing of the proposed development provided in one of the following formats:
  ○ .max (3D Studio Max)
  ○ .FBX (Exported from AutoCad, Revit)
  ○ .Skp (Sketchup)
	☐

Aerodrome Safeguarding Assessment Development involving buildings or works which would infringe on protected surfaces, obscure runway approach lights or have the potential to affect the performance of navigation aids, radio aids or telecom systems.	☐

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  ○ .max (3D Studio Max)
  ○ .FBX (Exported from AutoCad, Revit)
  ○ .Skp (Sketchup)
	☐

Lighting, reflections and other development such as solar power systems that have the potential to distract pilots, and development with landscape schemes that have the potential to increase bird hazard risk.	
Affordable Housing Statement When 15 or more dwellings are proposed.	☐
Air Quality Assessment • For all schemes where there may be relevant exposure to pollutant concentrations above statutory limits (EU or UK). • Where the development requires a Transport Assessment. • Where any development falls within the Birmingham Clean Air Zone or within a 60m buffer of the Birmingham Clean Air Zone (See Appendix 1) • Where development requires an EIA. Any schemes which include industrial processes that require an environmental permit for releases to air under the Pollution Prevention and Control Act 1999	☐

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  ○ .FBX (Exported from AutoCad, Revit)
  ○ .Skp (Sketchup)
	☐

or include discharge stacks that may result in adverse impacts on local air quality.	
Archaeological Assessment When any proposed development includes new building or ground disturbance on or adjoining a heritage asset of archaeological interest (regardless of the need for a Design and Access Statement).	☐
Biodiversity and Geological Survey and Report Applications in or adjacent to designated sites of national or local importance (Site of Special Scientific Interest [SSSI], National Nature Reserve [NNR], Local Nature Reserve [LNR], Site of Importance for Nature Conservation [SINC] or Site of Local Importance for Nature Conservation [SLINC]), or Potential Sites of Importance (PSI) or other sites which support important habitats or important geological features. Further information is provided in Part 1 of the Council's Local Requirements for biodiversity and geological conservation.	☐

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  ○ .FBX (Exported from AutoCad, Revit)
  ○ .Skp (Sketchup)
	☐

Developments which have the potential to affect protected species and other important species. Further information is provided in Part 2 of the Council's Local Requirements for biodiversity and geological conservation.	
CIL Additional Information Requirement Form All planning applications for a new dwelling, or creating over 100sqm of new floorspace, or 100sqm of change of use floorspace	☐
Coal Mining Risk Assessment Full applications (excluding change of use), outline applications and applications for the winning or working of minerals will require a Coal Mining Risk Assessment if they fall within a Coal Mining Referral Area	☐
Daylight/ Sunlight Assessment Any application where there is potential adverse impact upon the current levels of sunlight/daylight within the habitable rooms of adjacent residential buildings and those of the proposed building(s)	☐

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  ○ .FBX (Exported from AutoCad, Revit)
  ○ .Skp (Sketchup)
	☐

Energy Statement All planning applications for major development.	☐
Financial Viability Assessment Where an applicant is proposing that they cannot provide the full range of Section 106 requirements (including affordable housing), due to financial viability issues.	☐
Fire Assessment Applications involving the provision of one or more relevant buildings, or; The development of an existing relevant building or; Development within the curtilage of a relevant building. Includes change of use applications. Exemptions apply. Fire safety and high-rise residential buildings	☐
Flood Risk Assessment A site specific flood risk assessment will be required for all new development (including minor development and change of use) in: • flood zones 2 and 3; or	☐

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• Internal Layouts - Preferably on paper size less than A2 and at a typical scale of 1:50 or 1:100, (existing & proposed should be at a similar scale to aid comparative study) scale annotated on the plan. Plans showing the proposed internal layout of each unit type
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• Extraction Details – if extraction details proposed, elevational drawings showing all external ductwork and termination points, if possible include adjacent buildings. Confirmation that the system discharges vertically and showing that it will be one metre higher than the highest residential window or one metre higher than eaves level
• Cross-section – for advertisement applications clearly showing method of illumination
 	
All applications for major development
 	
• Computer Aided Design (CAD) model illustrating the external appearance, layout, scale and massing of the proposed development provided in one of the following formats:
  o .max (3D Studio Max)
  o .FBX (Exported from AutoCad, Revit)
  o .Skp (Sketchup)
	☐

• flood zone 1 that are:
1 hectare or greater or in areas of critical drainage (as defined by the LPA or Environment Agency), unless otherwise agreed in writing by the Environment Agency The Birmingham Level 1 Strategic Food Risk Assessment defines these critical areas as
  o Any development proposals at risk of surface water flooding (as
  o defined by the 'locally agreed surface water information')
  o Any development proposals within 250m of an historic flooding location
  o Any development proposals within a 'local flood risk area' defined by the Surface Water Management Plan	

Flues & Ventilation extraction details All applications relating to the sale or preparation of cooked food, launderettes and other uses where air conditioning or extraction equipment is required.	☐
Health Impact Statement All planning applications requiring an EIA.	☐

Additional Plans and Drawings and any other plans, drawings and information necessary to describe the development which is the subject of the application
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	☐

Heritage Statement All Planning Applications where the development affects a designated heritage asset (listed building, registered park or conservation area). Also applied to non-designated heritage assets (other than a heritage assets of archaeological interest) or their settings (regardless of the need for a Design and Access Statement)	☐
Land Contamination Assessment All developments vulnerable to the effects of contamination (residential housing, schools and preschool nurseries) or where the site is known, or suspected to, have been contaminated.	☐
Landscaping Scheme All, major applications, including outline proposals, that include any external space must be accompanied by a landscape strategy plan and a written landscape statement detailing the design approach proposed".	☐
Lawful Development Certificate	

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	☐

Lawful Development Certificates provide for the grant of a certificate only for lawfulness of development carried out, or proposed, in accordance with the planning legislation.	
Lighting Assessment Proposals for external lighting including floodlighting and lighting in connection with a publicly accessible development or proposals in the vicinity of a residential property, listed building, conservation area, a site of nature conservation value (SSSI, LNR, SINC, SLINC, PSI) or area which is currently unlit and contributes to the wider network of dark corridors for wildlife.	☐
Loss Of Industrial Land statement All planning applications, which include employment uses and developments which would result in the loss of employment floor space.	☐
Mineral Deposits Investigation Planning applications for sites over 5ha.	☐
Noise Impact Assessment and Sound Insulation Details	☐

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	☐

Planning applications that raise issues of disturbance, or are considered to be noise sensitive developments. The following developments should include a noise impact assessment / noise mitigation scheme for the impact of noise on nearby residential uses: (i) change of use to A3, A4, A5 (ii) conversion of buildings to residential use (iii) new residential development sited on classified roads (iv) new residential development nearby to licensed premises (v) new commercial development within Use Classes B2 or B8 adjacent to existing residential development (vi) any application for an entertainment and licensed premise Other developments (including day nurseries, sports facilities, smoking areas, places of worship) can generate noise and may warrant a noise impact assessment / noise mitigation scheme, this will be determined on a site to site basis.	
Open Space / Playing Fields / Sports and Physical Facilities Assessment	☐

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	☐

Development involving the loss of open space, playing fields, sports and recreation facilities, bowling greens, allotments, etc.	
Parking Management Plan / Strategy All applications where parking is proposed	☐
Photographs & Photomontages Where the proposal involves the demolition of an existing building or development affecting a heritage asset, telecommunication mast applications, or proposals affecting views of major landmarks.	☐
Places of Worship and faith related community uses For applications for the above, specific information is required as set out in the latest local validation criteria.	☐
Planning Obligations / Draft Heads Of Terms Where relevant the City Council requires that a statement of proposed obligations and draft Heads of Terms, be submitted at the time of making a planning application.	☐

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	☐

Planning Statement including Statement of Community Involvement All major applications, major change of use applications or listed building applications.	☐
Residential Standards Statement (NDSS, Part M4(2) and outdoor amenity) All developments creating new dwellings including changes of use and conversions.	☐
Retail Impact Assessment – Sequential Test An impact assessment is required for retail, leisure and office development proposals greater than 2,500sqm which are outside of the hierarchy of centres identified in the BDP and not in accordance with the Local Plan. A sequential test is required where main town centre uses are proposed not in an existing centre and not in accordance with an up to date Local Plan.	☐
Site Waste Strategy Applications for sites over 5ha.	☐

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	☐

Structural Survey A structural survey will be required, but not limited to the following: i) The demolition of a listed building(s), ii) The conversion of a listed building(s) iii) Conversion of rural buildings	☐
Student Accommodation Statement All planning applications for off campus student accommodation and any conversions and changes of use of former institutional uses or other large properties in excess of 1,000sqm to student accommodation.	☐
Sustainable Construction Statement All planning applications for major development.	☐
Sustainable Drainage Assessment / Sustainable Drainage Operation and Maintenance Plan All planning applications for major development.	☐

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	☐

Tall Buildings Report Any building over 15 storeys high.	☐
Telecommunications Information For all prior approval and full planning applications for telecommunications and mobile phone masts.	☐
Transport Assessment and Statements (including Travel Plans) All major applications. All development which generates significant amounts of transport movement.	☐
Tree Survey/Arboricultural Statement All planning applications where the application involves works that may affect any trees on or adjacent to the site.	☐
Works to Trees – Specification of Works and Photographic Evidence Where works are required to a protected tree (Tree Perseveration Order or tree in Conservation Area) and are not included in a planning application.	☐

Monitoring

Equalities Monitoring Form • It would help us if you could complete our Equalities Monitoring form so we can check there is a fair planning process for all. Monitoring is essential if we are to address the needs of all sections of the community. It will help us fulfil the Government's aim to build sustainable and inclusive communities and to reduce social exclusion.	☐

Annex G - Certificate of Non-Collusion

To be signed and returned by the Bidder.

CERTIFICATE OF NON-COLLUSION, NON-CANVASSING CERTIFICATE AND CONFLICT OF INTEREST CERTIFICATE

To ***CORE Education Trust ("the Employer")***

TENDER FOR ***City Academy and Jewellery Quarter Academy sports hall planning application***

Non-collusion:

We agree that the essence of selective tendering is that the Employer shall receive bona fide competitive tenders from all firms tendering. In recognition of this principle, we certify that this is a bona fide tender, intended to be competitive, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do at any time before the returnable date for this tender any of the following acts:-

1. *Communicate to a person other than the person calling for these tenders the amount, or approximate amount of the proposed tender.*

2. *Enter into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted.*

3. *Offer or pay or give or agree to pay or give any sum or money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the work any act or things of the sort described above.*

4. ***[Choose one option and delete as appropriate]***

   (a) We further confirm that we have not conducted behaviour that is anti-competitive or restrictive within the meaning of the Competition Act 1998 (or equivalent nation legislation in the Member State in which we are registered)

OR

4. *(b) We confirm that we have been found by a court, tribunal or competent body to have been party or guilty of behaviour that is anti-competitive or restrictive within the meaning of the Competition Act 1998 (or equivalent nation legislation in the Member State in which we are registered) and set out brief details below:*

   ……

   ……

   ……

   and we confirm that we have taken steps to ensure that this conduct is not repeated and are prepared to demonstrate to your satisfaction that this is the case. We warrant and undertake that we have not nor will we conduct any anti-competitive behaviour in this procurement.

5. *We warrant and undertake that we have not nor will we conduct any anti-competitive behaviour during this procurement.*

6. *We understand that in this Certificate the word 'person' includes any persons and any body or association, corporate or unincorporated and 'any agreement or arrangement' includes any such transaction, formal or informal and whether legally binding or not.*

Non-canvassing:

We hereby certify that we have not canvassed or solicited any officer or employee of the Employer in connection with the award of the contract and that no person employed by us or action on our behalf has done any such act.

We hereby further undertake that we will not in the future canvass or solicit any officer or employee of the Employer in connection with the award of the contract and that no person employed by us or acting on our behalf will do any such act.

Conflict of interest statement:

The Employer must ensure that it does not contravene Schedule 1, Part 1 of the Housing Act 1996, i.e. the Employer may not make a payment or grant a benefit to a Committee or Board Member, Officer or Employee of the Employer save and except in certain specified circumstances. The Employer therefore requires tenderers to answer the following questions:

1. *Has any Director, Partner or Associate been an employee of the Employer within the last five years?*

   YES/NO (If yes please give details)

2. *Please state if any Director, Partner or Associate has a relative(s) who is an officer or an employee of the Employer at a senior level or is a Cabinet Member or Councillor of Employer.*

   YES/NO (If yes please give details)

3. *Please state if any Directors, Partners or Associates of your firm have any involvement in other firms who provide or have provided services to the Employer.*

   YES/NO (If yes please give details)

4. *Is any Director, Partner or Manager an existing Resident or Leaseholder of the Employer.*

   YES/NO (If yes please give details)

Signed……..
Authorised Signatory

Print Full Name……

Position in Organisation (i.e. Director or Partner)……....

For and behalf of……...

……...

Address: (In the case of a Limited Company, the Registered Office)

……...

……...

……...

Date……..

Annex H – Form of Tender

To be signed and returned by the Bidder.

FORM OF TENDER

Tender for: ***City Academy and Jewellery Quarter Academy sports hall planning application***

Sites: City Academy 23 Langley Walk, Birmingham B15 2EF and Jewellery Quarter Academy 1, St Georges Court, 1 Albion St, Birmingham B1 3AA

To: CORE Education Trust.

From: [ ]

We have examined the Invitation to Tender and following documents it referred to:

- *The various Annexes;*

We offer to carry out the whole of the Service as described in and in accordance with the documents referred to in this Tender for the sum of:

£..... (fee for all three planning applications)

(in words) …..

.....

(exclusive of VAT)

- *within [ ] weeks from the Date of Confirmation.*

Our fully priced document(s) and other documents required by the Invitation to Tender are attached.

We agree that if any obvious errors in pricing or errors in arithmetic are discovered in the priced document(s) before acceptance of this offer, they shall be dealt with in accordance with the Alternative 1/~~Alternative 2~~ procedure as described in the JCT Tendering Practice Note (2012).

For the purposes of any guarantee requirements set out in the Contract Particulars our parent company, namely:

(Registered No) whose registered office is at
Has confirmed its willingness to execute and deliver to you a guarantee in the specified form and has completed the Parent Company Guarantee Undertaking included in the tender documents.

For the purposes of any bond requirements set out in the Contract Particulars our surety, namely ..... (Registered No) whose registered office is at
Has confirmed its willingness to execute and deliver to you a bond in the specified form and has completed the Performance Bond Undertaking included in the tender documents.

We undertake and agree that upon acceptance by you of this Tender by notification in writing by the Chief Executive or other Chief Officer of the Council (or such other officer as may be nominated by

them), the said Tender and the said Agreement shall from the date of such notification constitute a binding Contract between us.

We undertake that in the event of acceptance of this offer, we will execute a formal contract with the Employer incorporating all the terms and conditions referred to in this offer within 7 days of being required to do so. If we fail to execute and return the Contract Agreement prior to the contract start date we acknowledge that we will be liable for any consequent delay and/or costs.

Please indicate if currently, or within the last three years, you have, or have been, a party to any scheme or arrangement under which:

		Yes	*No*
(a)	*You communicate the amount of your tender to any other person or body before the contract is let;*		
(b)	*Any other tenderer for the works is reimbursed any part of their tendering costs*		
(c)	*Your tender prices are adjusted by reference directly or indirectly to the prices of any other tender for the works*		
(d)	*A blacklist (as defined by the Employment Relations Act 1999 (Blacklists) Regulations 2010) operates.*		

Any Tenderer that answers "Yes" must provide in a separate Appendix a summary of the circumstances and any remedial action that has taken place to effectively "self clean" the situation referred to in that paragraph to the satisfaction of the Employer. The Tenderer shall, as a minimum, prove that it has:

- *Paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;*
- *Clarified the facts and circumstances in a comprehensive manner by actively collaborating with investigating authorities; and*
- *Taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.*

The measures taken by the Tenderer shall be evaluated by the Employer taking into account the gravity and particular circumstances of the offence or misconduct. If such evidence is considered by the Employer (whose decision shall be final) as sufficient, the Tenderer concerned shall be allowed to continue in the procurement process. Where the measures are considered by the Employer to be insufficient, the Tenderer shall be given a statement of the reasons for that decision.

This tender remains open for acceptance for a period of Three calendar months from the date of the tender

Signed by or on behalf of:

Signature:…….

Position:……

Date: …….